

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: TOBACCO EDUCATION PROGRAM COORDINATOR
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: DIABETES EDUCATION AND PROGRAMS MANAGER
CLASSIFICATION: FULL - TIME EXEMPT

POSITION SUMMARY:The Tobacco Education Program Coordinator (TEPC) will be in charge of completing project reports and coordinating activities of the project. TEPC will be responsible for ensuring all tasks are being completed for the project goals/objectives. The TEPC will complete and upload progress and final reports into OTIS, conduct day-to-day planning, development, implementation and evaluation of the scope of work. The TEPC will serve as the subject matter expert to assist the project team in matters related to tobacco policies and education. The TEPC will attend meetings, present at or attend collaborative meetings such as Health Leadership Network, and provide training and technical assistance to LCTHC clinical and other staff, tribal leadership, and/or at community meetings. TEPC will supervise the Community Engagement/Outreach Coordinator and Tobacco Health Education Specialist.

ESSENTIAL FUNCTIONS:

Leadership Roles

- Lead a project team, interface with funders and community
- Implement Tobacco grant scope of work activities, track progress to ensure benchmarks and objectives are met
- Point of contact for the California Tobacco Control Program
- Manage and track grant funding ensuring funds are being used as requested, communicate with Procurement Manager and Program Consultant for any changes
- Document program activities and deliverables using the California Tobacco Control Program (CTC) Online Tobacco Information System (OTIS)
- Completes progress and final reports for grant funding
- Serve as subject matter expert to assist team in matters related to tobacco policies and education
- Identify and develop strategic partnerships and resources to support the goals of the Reducing Tobacco-Related Disparities in American Indian and Alaska Natives Communities
- Deliver training and technical assistance to staff and stakeholders
- Coordinate and facilitate meetings with the appropriate stakeholders
- Draft and disseminate communications to constituent audiences
- Keep careful records of all project accomplishments
- Identify problems and negotiate corrective action concerning programmatic issues
- Prepare and submit project reports in a professional and timely manner
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance working closely with the Evaluation Consultant. Spend at least 12 hours per week of direct oversight to internal evaluation.
- Work with Evaluation Consultant to collect data, conduct analysis and offer interpretations as needed. Assist in developing and making presentations using data and processes generated from the evaluation.
- Conduct planning and provide logistical support for Tribal Community Coalition meetings, conference calls and other events
- Coordinate travel for grant meetings and training for staff
- Take minutes and prepare reports for committees, workgroups and/or other bodies
- Build relationships in Indian Country with Tribal leaders, Health Directors and other involved in public health work in Lake County and other funded tribal grantees
- Complete annual job evaluation for Community Engagement/Outreach Coordinator and the Tobacco Health Education Specialist.
- Other duties as assigned by Diabetes Education Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Preferred: Master's degree in Public Health, Health Administration, Health Science, Public Policy, Public Administration or similar field. Knowledge, skills and abilities:

- A minimum of two (2) year’s experience in management of public health program/projects (should include experience in grant writing, program evaluation and reporting).
- Experience with federally and privately funded grant operations
- Strong writing and oral communications skills
- Strong organizational skills
- Ability to multi-task, manage priorities and excel in a fast paced work environment
- Ability to work with diverse teams of people
- Experience working with tribes strongly preferred
- Valid CA drivers license

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Dept. Manager	Date
_____	_____
HR Signature	Date