

# LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

## JOB DESCRIPTION

**TITLE: TOBACCO HEALTH EDUCATION SPECIALIST**  
**DEPARTMENT: PUBLIC HEALTH**  
**SUPERVISOR: TOBACCO EDUCATION COORDINATOR**  
**CLASSIFICATION: FULL - TIME NON-EXEMPT**

### **POSITION SUMMARY:**

Tobacco Health Education Specialist (THES) will provide case management for patients who are ready to quit. Furthermore, THES will facilitate smoking cessation workshops or 1:1 counseling for adults, pregnant women and youth. The THES will be in charge of creating the middle school youth coalitions and tribal youth groups. In addition, THES will work with tribes and community to educate tribal youth and adults about Electronic Systems Devices (ESDs), vaping, tobacco marketing targeting youth and American Indian and Alaska Natives (AIAN) and health risks associated with tobacco use, including perinatal exposure, secondhand smoke, third hand smoke, aerosols, and tobacco litter.

### **ESSENTIAL FUNCTIONS:**

#### **Case Management/Smoking Cessation Workshops**

- Develop flyers and other marketing tools to promote smoking cessation workshops for youth, pregnant women and adults.
- Provide informational presentation to medical employees and staff about smoking cessation workshops.
- Offer 3-4 smoking cessation workshops per year for LCTHC patients interested in quitting.
- Offer 2-3 smoking cessation workshops per year for teens to help prevent starting smoking and to help teens who are smoking to quit.
- Work with Program Evaluator to track changes in knowledge, confidence/preparation, and intent to engage in advocacy activities to promote commercial tobacco screening and referral by providers.
- With Program Evaluator conduct pre/post test to youth and adults participants who complete the Tobacco Cessation Program.
- Provide Case Management for patients who have been referred for Commercial Tobacco Education, complete follow-up calls at 3, 6 and 12 months post-program completion.
- With Program Evaluator, extract tobacco screening, referral and cessation data from the LCTHC Electronic Health Record (EHR) system for youth, adults and/or obstetrics patients during the data collection period.
- Work with Tobacco Education Coordinator to create and/or adapt a model for Tobacco Cessation Policy that includes the assessment of patients for tobacco use, referral to treatments and case management follow-up and support.

#### **Youth Educational Outreach activities:**

- Coordinate Tribal youth group meetings in middle schools in Lake County to educate youth on the dangers of commercial tobacco products, including vaping products.
- Work with Tribal youth group to create and display 3-6 posters regarding secondhand/third hand smoke, aerosol, the long lasting effects of tobacco use, dangers of Electronic System Devices (ESDs), tobacco marketing targeting youth and Native Americans.
- Provide training to the Youth Tribal Members to increase members' leadership.
- Work with Community Engagement/Outreach Coordinator (CEOC) in creating fact sheet on the benefits of tobacco-free playgrounds/ recreational areas for children.

#### **Other Program Activities:**

- Assist in creating 1-2 Digital Stories per year about the impact of Tobacco use to youth and adults.
- Participate in meetings to complete strategic plan for the Tobacco grant.
- Attend trainings on Tobacco Cessation Education as needed.  
Assist with other evaluation activities, data collection and analysis as needed. Attend staff and other meetings as needed.
- Ability to multi-task, work under pressure and meet all deadlines.
- Other duties as assigned by Tobacco Education Coordinator or Diabetes Education Program Manager.

### **EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:**

- Bachelor degree in related Health Promotion Field, preferred
- Experience in strategic planning, coalition building, community organizing, and community advocacy.
- Background in health care field with knowledge of first aid

- Current CPR and First Aid certification
- Valid CA drivers license
- Experience with the use of computer, email, telephone, voice mail and fax machine.

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