

# **LINN COUNTY CLASSIFICATION**

**TITLE: TOBACCO PREVENTION COORDINATOR**

**NUMBER: 745**

**APPROVAL ORDER**

**PAY RANGE: 14**

**NUMBER: 2008-465**

**CATEGORY: SEIU**

**DATE: December 3, 2008**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform tobacco-related health promotion and disease prevention activities including community assessment, program planning, community mobilization, and implementing and evaluating the effectiveness of tobacco prevention efforts. Works closely with other agencies and organizations to implement evidence based tobacco prevention interventions in Linn County. Leads efforts for coordinating grant activities and completes all outcome monitoring and evaluation activities for the program.

SUPERVISION RECEIVED: Works under the direction of a Public Health Nursing Supervisor who assigns and reviews work for conformance to department policy and effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of this class.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Performs community assessment by obtaining health –related data on the prevalence of tobacco use and tobacco-related chronic disease. Designs data collection and assessment tools necessary. Analyzes data and determines areas of focus for tobacco prevention programming.
2. Identifies mechanisms to integrate effective, evidence based tobacco prevention interventions into existing programs throughout the county and within the Health Department across a variety of disciplines.
3. Consults with community agencies, committees and groups to advise and advance evidence based tobacco prevention programmings and related health promotion. Compiles and provides study and exhibit materials to organizations and the general public.
4. Provides educational consulting services on tobacco related issues upon request by the community. Develops and coordinates educational activities among state, county, school and private agencies as requested.
5. Serves as a key local resource on tobacco prevention issues, and provides training and technical assistance to businesses, health care organizations, policy makers, community members, and others. Recommends media advocacy to Health Administrator and Public Health Program Manager to inform and mobilize community members relating to tobacco prevention.

6. Selects, prepares and distributes health education materials through such mediums as pamphlets, reports, films, exhibits and other audio-visual aides.
7. Develops program proposals and responds to Department approved grant opportunities.
8. Assigns tasks and supports, in consultation with Public Health Program Manager/Health Administrator, graduate and undergraduate student interns as available in supporting Department sanctioned chronic disease prevention related projects.
9. Develops and maintains effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

11. Staff may be expected to play an active role in the event of a public health emergency, which may include changes in the scope of position responsibilities and working hours.
12. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of public health processes and topics. Thorough knowledge of the objectives, principles, theories, and practices of health education and outreach activities. Knowledge of modern educational theory, literature and techniques. Ability to plan constructive assessment of public health education curricula, programs, methods and accomplishments. Ability to organize and provide professional, educational, and other citizen groups on educational needs. Ability to work independently within the defined guidelines of the program and job description.

**EXPERIENCE, EDUCATION AND TRAINING:** Baccalaureate degree from an accredited college or university in health promotion or disease prevention or related area, such as Public Health, Nursing or related field of study; Master's level preparation preferred; two years experience in comparable work setting in health promotion programming and implementation OR any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must have above average presentation and facilitation skills.

**NECESSARY SPECIAL QUALIFICATIONS:** Must have a valid motor vehicle operator's license and an acceptable driving record at the time of appointment since travel to and from satellite clinics may be required. Some positions in this class may also require the possession of oral and written competence in one or more foreign languages.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors and involves travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.