



Position: Tobacco Prevention Splst / Public Health Emergency Preparedness Coordinator

Department: Public Health

Salary: Starting Rate of \$14.65 (higher with experience)

Closing Date: Monday, December 6, 2021 at 9:00 AM

Application Process: Please contact Sander County Job Service at 406-382-3045.

Summary of Work: General Duties

Work Unit Overview: Full time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

The Sanders County Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems and investigate health problems and health hazards in the community to protect health and ensure safety. The mission of the Sanders County Health Department is to protect, improve and preserve the health and well-being of the citizens of Sanders County.

Job Summary: The position of the Public Health Emergency Preparedness Coordinator's primary responsibility is to lead programs designed to promote public awareness regarding emergency preparedness within Sanders County. At the core of this position is an ability to plan, coordinate, and expedite the challenging work of promoting, maintaining and improving community health and awareness. Accomplishing this goal requires an acute ability for building, supporting and maintaining a diverse coalition of engaged community members.

The position of the Tobacco Prevention Specialist requires a professional in health whose primary responsibility is to lead programs designed to promote and reinforce behavior conducive to a tobacco-free lifestyle in individuals, groups, and communities. At the core of this position is an ability to plan, coordinate and expedite the challenging work of promoting, maintaining and improving community health. Accomplishing this goal requires an acute ability for building, supporting and maintaining a diverse coalition of engaged community members for a campaign to generate broad public and elected official support for healthy local initiatives.

Under the Direction of the Sanders County Public Health Director, the Tobacco Prevention Specialist will lead and coordinate tobacco use prevention program components in Sanders County that include implementation of community education, earned and paid media, youth advocacy, Montana Tobacco Quit Line promotion and coalition building.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

Public Health Emergency Preparedness Coordinator

- Performs Public Health Preparedness duties in coordination with the Public Health Director.
- Submits quarterly reports to Montana State Public Health Emergency Preparedness (PHEP) according to the grant contract.
- Develops an annual plan and completes deliverables required by PHEP
- Participates in awareness training with community and faith-based organizations on preventing, responding to and recovering from public health incidents.
- Engages public and private organizations in preparedness activities that represent the functional needs of at-risk individuals as well as the cultural and socio-economic, demographic components of the community.
- Builds community partnerships to support public health preparedness.
- Serves as Public Information Officer for PHEP activities in Sanders County, including attending PIO trainings and participating in frequent webinars and conference calls for updates on public health threats and appropriate responses.
- Interacts frequently with local nongovernmental organizations, governmental agencies, health care providers, State agencies, Federal agencies, Tribal departments, private businesses and the general public to coordinate Public Health Emergency Preparedness plans and responses.

Tobacco Prevention Specialist

- Assists in the development and implementation of local program goals, objectives and activities.
- Regular oral and written communication about tobacco prevention goals, facts, policy advocacy and coalition activities with elected officials and the general public.
- Evaluate the effectiveness of tobacco use prevention programs, health promotion campaign strategies and education programs; develop and administer evaluation tools.
- Lead and train coalition members, volunteers or interns involved with providing effective tobacco use prevention programs.
- Participate in various committees and boards related to tobacco program activities and responsibilities; represent Sanders County Health Department and provide accurate information regarding tobacco use prevention information and resources.
- Build, support and sustain community volunteers and leaders for local tobacco prevention policy initiatives, leadership, and messaging for expanded outreach capacity.
- Coordinate tobacco use prevention education program activities with those of other departments and outside agencies and organizations.
- Advocate for and develop community, institutional and private business policies that support tobacco use prevention.
- Promote public awareness and education of tobacco prevention through mainstream communication outlets utilizing news releases, letters to the editor, TV, radio, newspaper, billboard advertisements, public service announcements, pay check stuffers, and organization newsletters.
- Collaborate with other community health agencies and organizations on promotional campaigns and partner in health education programs and services.
- Advocate for tobacco prevention policy and programs by conducting public education presentations to a variety of groups and organizations.
- Maintain program statistics and prepare reports in accordance with grant and/or program reporting requirements.

- Assist Sanders County Health Department, the Board of Health and other appropriate authorities in educating about and enforcing The Montana Clean Indoor Air Act, and current-related issues, legislation and policies.
- Serve as spokesperson and coordinate the development of coalition spokesperson(s) to community organizations, newspapers, other media and elected officials.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the office is usually moderate.
- May involve occasional travel by auto to attend meetings with community partners.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity; and incumbent will not be required to exercise supervision over other para-professionals, support staff, contract employees, etc.