

Northwest Colorado Health

Tobacco Health Educator

General Statement of Duties:

This position consistently provides high quality tobacco and health education services to patients and clients in the community. Responsibilities include assessment, planning, implementation, evaluation, and coordination of prevention services tobacco health education and prevention programs.

Supervision Received:

Reports to the Community Health and Outreach Manager.

Supervision Exercised:

None.

Essential Job Functions:

1. Plan and provide tobacco health education, screenings, consultations, follow up, and workshops in coordination with various public health prevention programs. Provide outreach and education to various community groups and agencies. May assist in providing monthly continuation of in-service training and staff development to all agency staff as needed.
 - Provide direct tobaccohealth education, support, referral, and follow up services to clients and patients.
 - Ensure collaboration and communication among providers, partners and team members with regard to evaluation activities and assessment tools.
 - Serve as specialist in tobacco health education and community health programs.
 - Formulate, review, evaluate, and recommend the development of tobacco health education materials, tools, and processes.
 - Represent agency and serve as spokesperson for tobacco health education at appropriate professional and/or community meetings or conferences.
 - Provide technical consultation and assistance to Northwest Colorado Health programs.
 - Implement standardized procedures, evidence-based methods, and clinical guidelines.
2. Manage grant program goals, objectives, outcomes, and funding related to outreach and prevention programs.
 - Assist in the collection of statistical data and information from program participants to conduct studies and surveys as they relate to tobacco health education and chronic conditions.
 - Actively participate in new program development.

3. Establish and maintain cooperative relationships with educational, research, governmental and other agencies regarding health education and referral services.
 - Interpret and apply scientific knowledge of health education to professional and lay groups.
 - Assist in policy and procedure development for quality assurance issues.
4. Provide tobacco health education counseling and/or presentations to individuals or groups in accordance with planned objectives as referred or requested.
 - Provide individual and/or group tobacco health education sessions in the areas of prevention, self-management of chronic conditions, tobacco cessation, health risk factors, and behavioral change.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

A Bachelor's degree in a related field is preferred.

Experience:

Previous experience with community health services and/or education, prevention services and/or care coordination, and health care systems preferred. Experience working in/with clinical or social service agencies is preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current CPR certification.

Skills:

1. General office and administrative skills. Advanced computer skills, including database entry and management, office and spreadsheet applications, and PowerPoint presentations. Microsoft Office knowledge required.
2. Bilingual in Spanish preferred.
3. Strong written and verbal communication skills.
4. Use of analytical and evaluation skills.
5. Psychomotor skills to perform CPR and administer screenings.
6. Daily standing, moving, bending, and maneuvering in various settings including clinics, schools, work sites, which are not barrier free.
7. Proficiency in the use of audio and visual equipment.

Knowledge:

1. Knowledge of prevention services health programs.
2. Knowledge of data management systems highly desired.

3. Must possess knowledge regarding performance improvement, compliance, and applicable regulatory requirements.
4. Knowledge of computer software including Microsoft applications especially Word, Access, Excel, PowerPoint and Outlook. Comfort with exploring and learning to use new or unfamiliar applications or databases.

Abilities:

1. Ability to communicate effectively with community members, physicians, and other health professionals, verbally and in writing in a professional and culturally competent manner.
2. Ability to plan and organize community and professional classes and presentations.
3. Ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances.
4. Ability to work independently and as a team member in a fast paced environment.
5. Ability to work in a flexible environment including flexible hours and locations.

Equipment:

1. Daily use of computer, telephone, copier, and other office equipment. Use of screening and assessment tools and data entry of measurements.

Working Conditions:

1. Work environment may be variable as services are provided in various environments. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. May work occasional nights and/or weekends.
3. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____