TOBACCO COORDINATOR

Job Summary:
The Tobacco Coordinator is an important part of the Community Health Representatives team, working to promote and maintain the health of Tribal Members residing on the reservation. This position works within the scope of the tobacco grant; establishing partnerships, youth prevention activities, and collaborations to eliminate tobacco and chronic diseases associated with tobacco use and re-establishing a youth coalition on the reservation.

Duties & Responsibilities:
• Provide commercial tobacco education and prevention services as well as chronic disease related technical assistance to the Kaibab Paiute Tribe
• Ensure adherence to the guidelines and principles of the initiatives set forth in the ADHS-BTCD Sustaining Arizona Tobacco Grant plan, pertaining to the services and activities identified in the action plan
• Engage with ADHS-BTCD Youth Technical Assistant (TA) partner to rebuild a youth coalition and assess new approaches for youth engagement on the Kaibab Paiute Indian Reservation. Provide recommendations for youth programming strategies and activities
• Plan, coordinate, and implement methods of instruction for Tribal members and community education development in collaboration with the CHR Program and established partnerships, for the Chronic Disease Self-Management Program (CDSMP)
• Plan, coordinate, and implement methods of instruction for Tribal members and community education development in collaboration with the CHR Program and established partnerships
• Participate in conference calls regarding planning and participation in statewide tobacco events/summits/conferences. Review and monitor youth coalition activities with appropriate oversight agencies
• Participate in youth technical assistance and training provided by granting agency
• Participate in quarterly call with ADHS-BTCD staff to monitor activities listed on the action plan. Prepare and submit-monthly, monthly, quarterly, and annual reports to ADHS. Prepare and submit bi-monthly, monthly, quarterly, and annual reports
• Other duties as assigned

Minimum Qualifications:
• Work well with the public, have social skills and work habits benefitting a public oriented position
• Possess a strong desire to motivate the community, organize workshops/activities and work well with groups and one on one. Must be self-motivated, communicate effectively, and a great work ethic, and have the ability to work without direct supervision
• Must have excellent computer skills and know how to use Microsoft Office and Adobe PDF
• Must be CPR and First Aid Certified within 90 days, must pass a fingerprint and criminal background check according to P.L. 101-630 standards
• Must be able to lift at least 50 lbs., bend, lift, climb stairs, etc.
• Must have a high school diploma or GED
• Must have a valid driver’s license with a good driving record and be insurable

The Kaibab Paiute Tribe abides by the Indian Preference Act. We are committed to providing a drug-free workplace, and all positions require pre-employment, accident, and random drug testing. Candidates will be required to sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building. For more information, contact the Human Resource Director at (928) 643-7245.