



## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

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### POSITION AVAILABLE

**Position:** Tobacco-Free Coordinator  
**Department:** Chronic Disease - Tobacco Program  
**Office:** Health Promotion

**Posting Date:** July 24, 2019  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary: A48:** \$25.84/hr - \$53,747/annual  
\* Salary Commensurate with Relevant Work Experience

#### **Minimum Qualifications:**

- Bachelor's degree in Social Science, Behavioral Science, Public Health, Health Education or related field with minimum of three years of tobacco cessation or education experience; and two years of related supervisory experience.
- Current Certification as a Certified Tobacco Treatment Specialist (CTTS) OR must obtain within one year of employment
- Current valid Ohio driver's license & access to a motor vehicle

#### **Responsibilities include but not limited to:**

- Responsible for providing broad programmatic direction and on-going support of the Tobacco Cessation and Prevention activities provided throughout Montgomery County.
- Directing, supervising and evaluating performance of assigned staff, and acts as a liaison between staff and administration.
- Duties Include but are not limited to the following:
  - Serves as the primary point of contact and liaison with outside partners on tobacco initiatives and manage Tobacco Health Educator and Community Health Advocate as appropriate on prevention and cessation issues.
  - Consults with staff and administration to develop tobacco programs and program materials based on best practices to meet the needs of the community and vulnerable populations.
  - Create strategies to engage key audiences, by identifying prospective partner organizations who can implement and/or integrate tobacco programs and education, and maintain relationships with partners.
- Manage the Tobacco-Free Coalition and work in partnership with the Creating Healthy Communities Coordinator to identify, develop and implement tobacco policies.
- Provide administrative oversight for compliance with the Ohio Department of Health and ensuring grant requirements are met.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/ hours.

#### **How to apply:**

Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** August 9, 2019 or until position is filled

**Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**