



Position: Tobacco Prevention Health Educator

Assignment Location: 635 N. Erie St. Toledo, OH

The Tobacco Prevention Coordinator works in support of tobacco control programs and partnerships to create positive behavioral change through systems, policy, and professional community planning services.

Basic Qualifications:

- Bachelors in Public Health or related field
- Experience in community based organizations and/or programs
- Excellent written and verbal communication skills
- Experience or background in Tobacco Prevention, Cessation, and Enforcement
- Grant writing
- Valid driver’s license and reliable transportation

Preferred Qualifications:

- Masters of Public Health or related field
- Certified Tobacco Cessation Specialist (CTTS)
- Documented experience in public health

Responsibilities:

Works in multiple disciplinary areas of tobacco control to coordinate local strategic plans and programs that focus on goals for a comprehensive tobacco control program (prevention, cessation, secondhand smoke, and identifying/eliminating disparities) with community partners.
Maintains effective and professional working relationships with all stakeholders to assist in developing short and long-term goals of the program by enlisting and developing support from all stakeholders to build support and advance program effectiveness.
Implements the Project Work Plan as outlined in the Tobacco Prevention Grant, in addition to monthly grant deliverable and expense reports.
Develops health marketing plans with the agency Public Information Officer that promote tobacco prevention and cessation.
Collaborates with TLCHD staff, coalition members, organizations and other state departments on projects, task forces, and committees to accomplish strategic plan goals; coordinates and integrates tobacco control programs with chronic diseases, including cancer, asthma, diabetes, cardiovascular disease and others.
Coordinates tobacco prevention/cessation activities and completes the project evaluation process. Develops, conducts, and coordinates health needs assessments and other public health surveys.
Represents the Health Department at meetings, public speaking engagements and other events. Develops, presents, and promotes program through training workshops, conferences, and school or community presentations
Promotes program sustainability by researching and developing resources; encourages in-kind contributions; prepares public and private grant applications; and identifies new sources of funding.
Prepares reports and related documents as required; administers surveys, produces and disseminates tobacco control resources and materials; and uses data to enhance community tobacco control program planning.
Implement evidence-based tobacco cessation interventions aimed at disparate populations; this includes individual and group cessation services.

Other Duties & Responsibilities: Attends trainings, serves as a Health Department representative to community stakeholders, travels as needed, and other duties as assigned.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Toledo-Lucas County Health Department

Attn: Human Resources

635 N. Erie Street

Toledo, Ohio 43604

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