

Big Island Substance Abuse Council

Position Description

Title: Tobacco Cessation Coordinator
 Reports to: Director of Mental Health
 Department: Mental Health
 Status: Non-Exempt

Last Reviewed: 10/24/24

POSITION SUMMARY	
<p>The Tobacco Cessation Coordinator plans, organizes, coordinates, manages and evaluates the Tobacco Cessation program. The Tobacco Cessation Coordinator ensures a high quality of program management that operates effectively and efficiently to clients' vocational needs.</p>	
POSITION QUALIFICATIONS	
Minimum Education	High School diploma or GED; 2 years' experience in the field
Preferred Education/Experience	Bachelor's Degree in Education, Business, Communication, Social Work or related field; Minimum three (3) years' experience in substance abuse treatment ***Minimum of three (3) years' experience in program management ****Minimum may be substituted for education *****Must have Tobacco Treatment Specialist certification, if no certification, efforts must be made to obtain this certification using grant funds
Required Certification/Registration	Basic Life Support: Adult CPR; First Aid; TB Annually; CPI Annually; Valid Hawaii State Driver's License
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency assigned computer, fax machine, Xerox machine, scanner, multi-line telephone, cellular phone, workbooks
Working Environment	Modern well-lighted, air-conditioned work areas. Exposure to infectious diseases is a risk. Noise level in the environment is usually moderate. Verbal/physical assault is a medium risk.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached "Expected Physical Activities" 2. Frequent reading of printed materials is essential. 3. Listening skills are necessary to effectively respond to staff, funding sources and clients. 4. Writing skills are necessary to accurately document and maintain filing systems as needed.

RESPONSIBILITIES

1. Required to participate in all gatherings, network meetings and training and technical assistance
2. Coordinate with Hawaii Community Foundation (HCF) regarding any media campaigns if any
3. Offer and refer clients to and accept referrals of clients from the Hawai'i Tobacco Quitline as appropriate
4. Gather appropriate information needed to submit progress reports including work plan, narrative and financial reports
5. Ensure that reports are submitted consistently with the timeline developed by Hawaii Community Foundation (HCF)
6. Participate in and implement an evaluation designed by an external third-party evaluator, including full utilization of data collections tools to be provided.
7. Collect and submit data electronically on a quarterly basis using evaluation protocols and participate in other evaluation activities
8. Review evaluation reports and other data as necessary to assess strengths and opportunities for improvement
9. Attend evaluation training sessions and telephone calls to ensure quality evaluation data
10. Make appropriate adjustments and develop solutions to areas for improvement identified in the evaluation as necessary
11. Must provide clients with information on all available cessation options, including cessation counseling, NRT (Nicotine Replacement Therapy), pharmacotherapy and medications
12. Must welcome all individuals as clients and must not turn away any individual based on ethnicity, race, gender or sexual orientation
13. All other duties as assigned by supervisor and/or designee

REQUIREMENTS

14. Prepare written and electronic reports as requested
15. Willingly performs other duties/responsibilities as requested
16. Attend administrative and clinical meetings as requested
17. Attend workshops, seminars and training as requested by Supervisor
18. Demonstrate behavior that is professional, ethical and responsible
19. Demonstrate an understanding of the current Federal and State laws governing the issues of confidentiality, to include HIPAA (Health Insurance Portability Accountability Act, 1996)
20. Communicate and interact with community stakeholders in a positive, constructive and empathetic manner
21. Demonstrate an understanding of the nature of substance use, abuse and alcoholism/addiction and co-occurring disorders
22. Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with staff and clients, insuring boundaries and ethics are adhered to at all times
23. Demonstrate a basic understanding of the function and requirements of the various managed-care companies and Hawaii state-related agencies, as well as the contractual requirements of all contracts, grants and funding sources