

**JOB TITLE:** Pondera County Chronic Disease Specialist

**SUPERVISED BY:** Pondera County Public Health Nurse  
Pondera County Board of Health  
Pondera County Commissioners

**SALARY:** \$\_\_\_\_\_ per hour. Pay cycle is **Monthly**.

This is a **non-exempt full-time temporary position**, and will not exceed twelve months. This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law.

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**TOBACCO PREVENTION SPECIALIST**

**Work Unit Overview:** The Pondera County Health Department protects and promotes the health of Pondera County citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The Department's role is to identify community health problems, diagnose and investigate health problems and health hazards in the community, and enforce laws and regulations that protect health and ensure safety. The mission of the Department is to prevent disease and illness, promote healthy choices and deliver quality health care.

**Tobacco Use Prevention Specialist Job Summary:** This position will promote, lead and coordinate health education and disease prevention as related to tobacco use including, but not limited to, implementation of community education, earned and paid media, youth advocacy, Montana Tobacco Quit Line promotion, coalition building and stands as the public contact for Pondera County's Comprehensive Cancer Program. The continuation of this position will depend on grant funding.

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.* Moderate supervision is provided for this position. Supervisor reviews program reports, statistics, grant deliverables, and other records completed. Interaction with the public and co-workers is highly visible. The primary function of this job is not a supervisory capacity, although the incumbent may be asked to exercise supervision over other support staff, contract employees, etc.





**PONDERA COUNTY**                      **Effective: October \_\_\_\_, 2020**  
**Tobacco Prevention Specialist &**  
**Contact for Pondera County's Comprehensive Cancer Program**

- c) Community-based groups which may be Faith-based organizations, Parent-Teacher-Student Associations, Survivor Support Groups and local chapters or non-profit organizations;
- d) Political Leaders such as City Council members, County Commissioners, Congressional Representatives, City Mayors, School Boards and Tribal Leaders;
- e) Professional Associations for Community Health Workers, Hospices, Hospitals, Patient Navigators, Nurses, Oncologists, Physicians and Radiologists;
- f) Public Health Programs including Cancer registries, cancer screening programs, environmental health, local or tribal health departments, nutrition programs, physical activity programs, tobacco control programs, and health centers to recruit partners for the CCC coalition.

Each partner commits time and other resources (such as a set of skills, money and knowledge of the community) to the coalition. These partners consist of citizens from all areas of the community.

- Utilize data from cancer registries, behavioral risk factor surveys and other sources to learn more about cancers and risk factors that impact our community most.
- Develop and implement strategic plans to address the burden.
- Ensure access to screening services to detect cancers early and to ensure treatment services.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

Both the Tobacco Prevention Specialist and Comprehensive Cancer Control Contact positions requires:

- Proficiency at computer skills including Microsoft Word, Excel, Power Point, Adobe Reader, e-mail and the Internet.
- Ability to compile, consolidate and summarize information.
- Proficient in proper English use, grammar and spelling.
- Demonstrate effective verbal and written communication skills.
- Work independently in a dependable manner.
- Knowledge of community resources.
- Ability to comprehensively deal with stress.
- Ability to learn and use a web-based reporting program for completing on-line reports.
- Knowledge of the local community including its leaders and dynamics.
- Establish and maintain effective working relationships with other agency and organization representatives.
- Perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations.
- Exhibit self-motivated, strong communication, organizational, computer and program development skills.

**Education and Experience:** These positions require education and experience equivalent to graduation from high school or GED equivalent with specialized course work in the area associated with the specific grant, general office practices and strong verbal and written communication skills. Knowledge of program development, promotion, marketing, education and media communications in a health education program are preferred. Associate Degree with 2 years of relevant experience are preferred.

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**Equipment Used:**

1. Personal computer, printer, and software
2. Telephone and Smartphone
3. Fax Machine
4. Photocopier
5. Clinical Supplies including, but not limited to, those needed for vaccinations, hemoglobin testing, and lead testing

APPROVED and ADOPTED this \_\_\_\_ day of October, 2020.

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Thomas A. Kuka, Chairman of the Board

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Dale J. Seifert, Member

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James Morren, Member

**I HEREBY CERTIFY THAT I HAVE READ AND DO UNDERSTAND THE DUTIES AND RESPONSIBILTIES CONTAINED IN THE ABOVE JOB DESCRIPTION AND WILL FULFILL THESE OBLIGATIONS TO THE BEST OF MY ABILITIES. I FURTHER CERTIFY THAT I WILL COMPLY WITH ALL FEDERAL, STATE AND COUNTY POLICIES THAT APPLY TO THIS POSITION.**

\_\_\_\_\_  
Employee’s Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Employee’s Printed Name