



Job Title: Tobacco Prevention and Substance Abuse Coordinator
Type: Full-Time / Non-Exempt (M-F 8:00 a.m. to 5 P.M.)
Posted Date: May 4, 2023 **Closing Date:** May 17, 2023, 5:00 pm
Position Location: Devils Lake, North Dakota

The Lake Region District Health Unit (LRDHU) team is looking for a Tobacco Prevention & Substance Abuse Coordinator to manage and oversee tobacco prevention and substance abuse efforts in the counties of Ramsey, Benson, Eddy, and Pierce in North Dakota. This position will oversee contracts for Tobacco Prevention and Control Program (TCP) and the Alcohol and Other Drugs (AOD) program. You will collaborate with local contracted vendors, other department offices, and stakeholders on planning, developing, organizing, and expanding tobacco prevention and cessation efforts in the Lake Region area. You will provide technical assistance to contracted vendors and community partners on tobacco prevention and AOD programs. The position is responsible for ensuring contract compliance with deliverables and reporting requirements. You will ensure that prevention and control services are delivered within the scope of the contracts. This position will require occasional travel within the areas of responsibility.

Core Responsibilities:

As a vital member of the LRDHU team, your core responsibilities will include the following:

- Oversee tobacco prevention and treatment contracts to ensure vendor compliance with deliverables and reporting requirements, invoice approvals/denials, and provide technical assistance to contracted vendors.
- Facilitate meetings with TCP vendors for oversight and collaboration of tobacco prevention and cessation efforts.
- Act as the Program Manager in partnering with the US CDC to expand tobacco prevention and cessation efforts in North Dakota.
- Ensure coordination and integration of tobacco prevention and cessation efforts with other relevant programming across the area of responsibility.
- Assist as needed with grant writing, budgeting, and re-applications.
- Research, develop, organize, coordinate, and implement the latest tobacco prevention and cessation substance abuse recommendations.
- Facilitate and participate in tobacco-related workgroups as assigned.
- Collaborate with contracted vendors, community partners, Department Offices, and stakeholders.
- Ensure that grants and contracts are based on trust and meet the needs of our community partners.
- Required to obtain the Tobacco Treatment Specialist (TTS) Certification within six months of starting date

Minimum Qualifications:

A bachelor's degree in education or assigned specialty/subject area and one (1) year experience in the designated specialty/subject area or equivalent preferred.

Preferred candidates will also have:

- Experience with tobacco cessation or tobacco prevention.
- Experience managing contracts and grants.

Applications for public employment will be confidential unless deemed a finalist per NDCC 44-04-18.27.

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- Knowledge of the methods and techniques of disseminating health education information.
- Ability to plan and organize public health information and education programs.
- Ability to build and maintain effective working relationships with stakeholders.
- Excellent oral and written communication skills.

Candidate Requirements:

- ND Driver's License and insurance required for travel
- The applicant will be subject to a pre-employment background and criminal records check

Knowledge, Skills, and Abilities:

- Knowledge of HIPPA and federal/state/local laws and regulations
- Prevention minded, energetic, accountable, adaptable, flexible, able to work independently and with others
- Strong interpersonal and communication skills
- Ability to prioritize duties and responsibilities
- Detailed oriented
- Team-focused mentality
- Ability and willingness to educate and advocate for health: Prevention, Promotion, and Protection of Lake Region District Health Unit

Compensation:

- **\$4,140.00 – \$4,660.00** monthly
- Lake Region District Health Unit offers an excellent benefits package, including:
 - Employer paid full family coverage for health insurance
 - North Dakota Public Employees Retirement System (NDPERS)
 - Paid holidays, Vacation Leave, Sick Leave, and Funeral Leave
 - Employee Assistance Program (EAP) for all household members
 - Life Insurance

Reasonable Accommodations:

- In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the LRDHU Administrator, Ashley Peterson, in writing or by telephone, at the time of application.

ND Relay: <http://www.relaynorthdakota.com/>

Equal Opportunity Employer:

- LRDHU does not discriminate based on race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services and complies with the requirements of the North Dakota Human Rights Act.

Veteran's Preference:

Any individual seeking Veteran's Preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:

- Veteran must submit a Form DD-214;
- Disabled Veterans must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than one year old;

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- Spouse of Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than one year old; or
- The spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.

Required application materials:

- Completed LRDHU employment application at LRDHU.com
- Cover letter addressing the above qualifications
- Resume

Submit application materials to:

- Ashley Peterson Asmpeterson@nd.gov; or
- Lake Region District Health Unit

Attn: Administrator
524 4th Ave NE Unit 9
Devils Lake, ND 58301

**** All offers of employment will be contingent on the successful completion of pre-employment criminal background checks and reference checks. ****