

City of Batesville
Job Description
Job Title: Tobacco Prevention/Wellness Coordinator

Department: Administration
Supervisor: Mayor and/or Sonia Nix
Prepared By: Brenda Riley

Date: 04-19-2013
Revised: 6-23-2014

Summary: The Tobacco Prevention/Wellness Coordinator will have the responsibility to educate and prevent tobacco use in Independence County.

THIS POSITION IS FUNDED BY A GRANT AND IS NOT PERPETUALLY FUNDED. THE CITY OF BATESVILLE WILL HAVE TO REAPPLY FOR FUNDING YEARLY AND IS NOT GUARANTEED THAT IT WILL BE AWARDED FUNDING FOR THIS POSITION. THEREFORE, THIS POSITION IS NOT FOR PERMANENT EMPLOYMENT.

Essential Duties and Responsibilities include the following, but are not limited to:

Assist businesses in implementation of tobacco-free and smoke-free policies.

Work with local city government and mayors to encourage and assist in the establishment of tobacco-free and smoke-free ordinances.

Develop, prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs and related work.

Develop and present health education and promotion programs, such as training workshops, conferences, and school or community presentations.

Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs.

Develop, conduct, or coordinate health needs assessments and other public health surveys. Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.

Prepare and distribute health education materials, including reports, bulletins, and visual aids such as films, videotapes, photographs, and posters to educate on the dangers of tobacco.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Preferred Qualifications: Bachelors degree and one year experience in health related field or public relations.

Basic Qualifications: Associates degree and five years of experience in health related field or public relations.

Language Skills: Ability to speak in front of large groups about the dangers of Tobacco use.

Computer Skills:

Ability to enter information, create reports, and locate information in a database. Enter digital photographs and manipulate them to create flyers and posters.

Certificates, Licenses, Registrations:

Current Arkansas Driver's License

Other Skills and Abilities:

Ability to interface well with citizens, fellow employees, and City and County officials.

Must be self motivated.

Must have dependable transportation – occasional overnight travel required

Must have excellent writing and communication skills

Must be tobacco free

Ability to complete assigned projects with a minimal amount of direct supervision

Grant writing experience a plus

Ability to work within a set budget and understand some accounting

