

**WALLA WALLA COUNTY  
POSITION DESCRIPTION**

**JOB TITLE:** Marijuana/Tobacco Prevention Coordinator

**DEPARTMENT:** Community Health

**REPORTS TO:** Population Health Manager

**PAY RANGE:** 27 Full-time (40 hours/week); Benefits Apply

**JOB SUMMARY:** The Marijuana/Tobacco Prevention Coordinator will lead, plan, develop, implement and evaluate the Washington Department of Health (DOH) Youth Marijuana Prevention Education Program (YMPEP) for the nine (9) counties of the Greater Columbia Accountable Communities of Health (GCACH). Work includes implementation of the Tobacco Program for Walla Walla County in collaboration with Benton-Franklin County. Work may involve writing grant applications or major program proposals; requires considerable community needs assessment and consistent evaluations of program effectiveness addressing a wide range of audiences. The Program Coordinator works in a population-based setting where they coordinate youth marijuana prevention and anti-tobacco efforts. Position collaborates with community agencies to support a coordinated effort of youth marijuana prevention among the nine counties of the GCACH tobacco prevention education. This person must be a non-user of marijuana or tobacco. This position is contingent upon grant funding, currently funded through June 30, 2019 with the possibility of continuation. This position will cease when grant funding ceases.

**SUPERVISORY RESPONSIBILITIES:** N/A

**ESSENTIAL FUNCTIONS:**

- Develop strategic plan for development, implementation and evaluation of a coordinated youth marijuana prevention effort across the nine counties of GCACH in accordance with grant requirements.
- Consult with Health Department personnel and other professionals to plan, develop, evaluate and implement YMPEP programs and projects.
- Lead, plan, train, evaluate and review YMPEP programs across the nine counties of GCACH.
- Assess individual and community needs for YMPEP and anti-tobacco efforts.
- Coordinate provision of YMPEP services by LHJs and Prevention Groups throughout the nine-county region of GCACH.
- Develop, implement and evaluate the anti-tobacco efforts in Walla Walla County in collaboration with Benton-Franklin County and WA DOH in accordance with grant requirements.
- Coordinate performance measure data collection activities among the nine counties of GCACH.
- Attend and participate in professional organization and group meetings as assigned to advance the cause of public health and health education.
- Coordinate volunteers and student interns.

**EXAMPLE OF DUTIES:**

- Prepare a logic model for YMPEP efforts in the GCACH.
- Design, implement, and evaluate activities to reduce youth marijuana use.
- Design, implement and evaluate anti-tobacco activities for youth

- Contribute to policy and system development by acquiring and analyzing data, and identifying community needs.
- Participate in community coalitions and work groups.
- Participate in department meetings.
- Prepare regular reports as required by grant deliverables.

**EQUIPMENT TO BE USED:** Standard office equipment including PC or computer work station and related software, fax, photocopy machines, multi-line phone systems, voice mail, email and cell phones.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:**

- Participate in activities both within and outside the department in the community at large, such as schools and community groups, in a variety of environments and settings.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate effectively verbally.
- Ability to drive an automobile, fly in an airplane and travel as required.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of and ability to apply models of learning and behavior change.
- Ability to exercise initiative, tact, discretion and judgment.
- Ability to maintain excellent communication and relationships with personnel in own and other disciplines.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Ability to write clear reports, organize materials and make effective oral presentations before groups.
- Ability to take a health concept and plan, develop and implement a full health education program.
- Ability to use computer and peripherals and related software such as Word, Excel, Publisher, PowerPoint and email or equivalent.
- Ability to collect and statistically analyze data.
- Ability to work independently and manage his/her activities.
- Ability to work as a team member.
- Ability to work with multi-cultural individuals and persons with disabilities.

**EDUCATION AND EXPERIENCE:**

- A Bachelor's degree from an accredited college or university with major course work in health education, health promotion education, or closely related field is required. A Master's of Public Health degree and 2 years' experience in Public Health is highly desirable. Prior experience working with youth is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- This individual **MUST** not use tobacco in any form, smoke "electronic cigarettes" or use recreational marijuana.
- Maintain professional continuing education.
- Maintain the principles of confidentiality.
- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.

- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- May require a background check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**