

The Tri-Town Health Department through its Tobacco Awareness Program is seeking a part-time Program Coordinator (14-19 hours/wk) to assist the program to meet deliverables which includes conducting youth tobacco compliance checks, retail store inspections, and to promote policies to prevent youth from accessing tobacco products. Associate degree preferred but not required, with at least one to two years' experience in public health. Willing to train the right candidate. Must have excellent communication, computer skills and reliable transportation. Some nights and weekend may be necessary. For a full job description, please visit www.tritownhealth.org Please mail cover letter, resume, and completed job application to: 45 Railroad Street, Lee MA 01238 or jim@tritownhealth.org, Attn: James J. Wilusz, Executive Director. Position will remain open until filled. Salary range \$20.00-\$30.00 and commensurate based on experience.

Tobacco Awareness Program Compliance Program Coordinator/ Enforcement Officer
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Definition:

The TAP Compliance Program Coordinator/Enforcement Officer is responsible for exercising administrative and technical duties in accordance with the policies set forth by the Tri-Town Health Department and its Tobacco Awareness Program and its Director under the general authority of the Tri-Town Boards of Health. Under the general direction of the position's Coordinator, the position has the authority to conduct tobacco retail inspections, conduct pricing surveys, recruit and train other staff and compliance check youth, issue orders on behalf of the Program. Ability to work on the online inspectional program and can data input, update store profiles, generating reports and any other duty assigned by the Director. Other duties include provide education and support to the board of health collaborative partners to meet compliance with all necessary codes. The TAP Compliance Program Coordinator/Enforcement Officer is appointed and reports to the Tri-Town Health Department Director and shall also perform any other duties as required by Director and the deliverables of the grant. Salary Range: \$27.00-\$33.00 per hour. This is a part time position (14-19 hours per week). Hours are flexible.

Supervision:

Works under the policy direction of the Tri-Town Health Department Director and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules and regulations.

Performs responsible duties as a TAP Compliance Program Coordinator/Enforcement Officer in the technical nature requiring considerable independent judgment in meeting compliance with applicable codes, laws, regulations, and town by-laws.

Supervises compliance check youth, entry level enforcement inspectors and interns.

Job Environment:

Some work is performed under typical office conditions; regular exposure to outdoor weather conditions when conducting field work; requires some evening/weekend hours.

Makes frequent contacts with, town officials, state agencies, other departments, retail store clerks and owners, district court officials, attorneys, and other BOH staffing in the collaborative.

Failure to meet job description could result in lower standards of public health, not meeting compliance with state mandates, failure to comply with grant deliverables, opportunity for increased access to tobacco products to youth, the integrity to protect public health and safety; opportunity for legal liability for not complying with rules and regulations and could cause adverse public relations with the community residents.

Has access to all department-related confidential information such as personnel records, pending legal action on open violation cases, if disclosed, could have legal or financial repercussions.

Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Is appointed by the District Director of Public Health.
2. Ensure that the normal operations and compliance with record keeping procedures of the Tobacco Program are performed, including providing administrative/technical assistance to the Director and other staff, and providing any necessary administrative work required for the grant.
3. Shall be familiar with all rules, regulations, and laws concerning tobacco control within the collaborative and the Commonwealth of Massachusetts.
4. Shall investigate and take actions relative to tobacco related complaints of violations of local and state rules and regulations and conduct general inspections in the interest of protecting the public and environmental health. Assist in administering public health related programs including the Tobacco Awareness Program and any other duties assigned by the Director. Ability to understand, apply, and explain state and local tobacco control laws and regulations.
5. Experience maintaining accurate records and files.
6. Ability to prepare a case for a hearing and present the case in court or before the board of health.
7. Ability to understand how city and/or town government functions and their structures.
8. Experience dealing tactfully with others including business owners, employees, and the general public.
9. Ability to work with small business owners and staff across cultures.
10. Ability to train and supervise youth doing compliance checks.
11. Ability to work a flexible schedule including nights or on weekends for compliance checks and inspections as well as attend evening board of health meetings.
12. Attend necessary meetings/hearings at the request of the Director.
13. Conduct inspections in off-hours as needed.
14. Shall be able to operate a personal computer, tablet and other office equipment.
15. Shall maintain the confidentiality of information.
16. Conduct routine tobacco inspections, youth compliance checks, POST/RDMS data inputting, merchant education and pricing surveys, or any other duties assigned by the Director
17. Shall be familiar with all local, state, and federal laws pertaining to tobacco control.

Physical Requirements:

Minimal physical effort required performing functions under typical office conditions; moderate physical effort required when performing occasional fieldwork. Position requires the ability to operate a keyboard. Occasionally required to bend, reach, climb and otherwise access buildings and sites under construction.

Regular exposure to outdoor weather conditions when conducting field work; work may require evening and/or off hours.

Moderate physical effort demanded in making inspections. Major portion of shift work spent in office setting and field work. Occasionally required to climb, reach, and bend. Work requires walking and standing on a frequent basis. Ability to drive.

Operated personal automobile for work transportation; office equipment such as computers, copier, and keyboards.

Recommended Minimum Qualifications:**Education and Experience**

Associate degree in public health or related field preferred but not required; at least one to three (1-3) years' experience in tobacco control/public health or a related field preferred but willing to train the right candidate, competent administrative experience; experience in local government setting preferred; or any equivalent combination of education or experience. This is a tobacco free position.

Thorough knowledge of state and federal health codes, and all other laws, rules, and regulations pertaining to public health.

Valid MA Driver's license is required upon hiring.

Strong communication skills; ability to manage multiple project assignments under time constraints; ability to interact effectively with department managers, state officials and citizen boards and committees.

Ability to understand and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports.

Ability to communicate effectively, both orally and in writing.

Approved:

A handwritten signature in black ink, appearing to read "James J. Wilusz". The signature is written in a cursive, flowing style.

James J. Wilusz, Executive Director of Public Health

November 5, 2018
Date