

**JOB OPENING (JOB CODE: TP015)**

**[JOB TITLE:] Tobacco Outreach Specialist**

**[SALARY BASE:] \$15.74/hour**

**[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207**

**[LOCATION:] Milwaukee**

**[STATUS:] Full Time [TERM:] Regular**

**[CLOSING DATE:] Until filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 1**

**[JOB TYPE:] Internal/External**

**[SUMMARY:]**

Under the direction of the Health Promotions Manager, will develop and implement WI Tobacco Prevention and Control Program (TPCP). Will assist in development policy and/or procedures in accordance to the grant requirements and assist in the creation of record keeping and reporting systems that captures outcomes generated by the program. Will create networking linkages and strengthen the UMOS Hispanic Tobacco Prevention Network of WI Coalition (HTPNW).

**[JOB DUTIES:]**

1. Responsible for implementation of program and strategies for the outreach, promotion, and marketing of TPCP programs, including The Milwaukee Tobacco Prevention Alliance, WI WINS and HTPNW Coalition.
2. Provide tobacco education to legislators and community leaders.
3. Provide bi-monthly HTPNW coalition meetings and workshops.
4. Network with community partners to increase participation, collaboration and alliances to HTPNW Coalition.
5. Recruit and retain new HTPNW coalition members.
6. Provide tobacco education to retailers that sell tobacco on Milwaukee's south side
7. Report all program data collection, demographics and evaluation criteria to Program Manager on a monthly, quarterly and year-end basis and Provide reporting documentation for Tobacco prevention campaign efforts to DHS.
8. Enter accurate data into the TOWIS/WI WINS activity trackers every month.
9. Maintain the HTPNW Facebook page weekly.
10. Work with other Tobacco Prevention Networks to provide comprehensive education, promotions, and outreach to the community on Tobacco policies and state ordinances.
11. Provides trainings, workshops, presentations, and resource sharing to community members, local and state officials on health disparities and equities, the health effects of Tobacco use and other related products including intervention measures.
12. Refer all appropriate individuals for free, smoke cessation services such as the Quit Line.
13. Fulfill other programmatic responsibilities such staff meetings, as well as prepares and/or procures marketing literature and/or materials.
14. Attend partnership meetings, health fairs and other community events.
15. Participate in statewide, regional and local trainings and meetings as requested.

**[QUALIFICATIONS:]**

1. Bachelor's Degree in public health, health education, or social service-related field; will consider a 2-year associate degree in human services or health related are preferred, with a minimum of 3 years' experience in health-related field.
2. Excellent organizational and people skills.
3. Strong verbal and written communication.
4. Must be tobacco-free for 6 months prior to employment date and remain tobacco-free for duration of employment.
5. Fluency in English & Spanish, both written and verbal proficiency.
6. Must have a car with adequate insurance.

**CONDITION OF EMPLOYMENT:**

NONE

**WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

**Physical Demands:** 1) employee is frequently required to stand, walk, sit, bend 2) occasionally required to lift and /or move up to 30 lbs. 3) frequently required to drive 4) frequently exposed to moderate temperature generally encountered in a controlled and uncontrolled temperature environment 5) noise level in this work is usually quiet to moderate.

**Tools & Equipment Used:** a) phones, computer system b) fax machine, scanner, copy machine, computer, Web based software c) first aid equipment, fire extinguisher. Usage varies by position.

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**08/04/21**