



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
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NOTICE OF EMPLOYMENT

POSITION: Tobacco and Cancer Coordinator
DEPARTMENT: Eastern Shoshone Tribal Health
SUPERVISION: Eastern Shoshone Tribal Health Director
SALARY: Depending on Experience
OPENING DATE: January 26, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

Tobacco Prevention Coordinator who be responsible for coordinating the Tobacco Prevention and Control Program (TPCP) activities within Tribal Health. This program is responsible for prevention efforts in the area of tobacco. The Tobacco Prevention Coordinator is responsible in management, implementation, and monitoring of grants and contracts as well as assists the department and outside stakeholders in developing, implementing, and evaluating tobacco prevention efforts with Tribal community. These efforts further the Departments goal of reducing morbidity and mortality associated with tobacco use. Furthermore, these efforts will support implementing cultural uses of tobacco and to support the unique usage for tobacco within Native American communities along with cessation efforts for commercial usage of tobacco cancer position will become familiar with the program grant and help monitor the grant budget and analytical progress, you will ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner. The position in cancer implements regional level cancer control by completing activities that include: partnership building, a marketing plan, education and outreach, patient/resource navigation, county level assessments and evaluations, and Comprehensive Cancer Control Program efforts to ensure cancer information and resources are available throughout the cancer continuum of care.

DUTIES AND RESPONSIBILITIES

- Coordinate the phone and online tobacco cessation services provided by the Wyoming Quit Tobacco Program (WQTP) through a contractor.
- Collaborate with other WDH programs wand state agencies to promote the services of WQTP
- Developing and facilitation culturally appropriate training that educate youth and adults on the health consequences of commercial tobacco use.
- Collaborate with Wyoming Department of Health (WDH) to understand how cultural differences with how tobacco is applied in cultural settings and how these differ with commercial usage in the community.

- Stay current on the science and evidence-based practices for cessation services, trends in tobacco use, and other nicotine delivery products.
- Serve as a regional lead for countries implementing evidence-based prevention strategies.
- Collect and report any agree upon performance management data, grant reporting information, or other requested information.
- Provide technical assistance support as needed.
- Work with tobacco program evaluators and division epidemiologists along with Rocky Mountain Tribal epidemiologists to ensure adequate and appropriate data are collected to meet the needs of program planning,
- Participate in strategic planning, community prevention implementation, community budgetary oversight and policy development.
- Write and manage tobacco prevention program contracts, including a request for a proposal when required.
- Deliver professional presentations to stakeholders.
- Knowledge of public health prevention and healthcare services for tobacco prevention and cessation.
- Knowledge of HIPAA compliance.
- Knowledge of community coalition building and the development of diverse partnerships and stakeholder groups.
- Skills in technical writing as applied to various media, including the preparation of grant applications, reports, promotional, educational, and informational materials to a wide range of audiences.
- Ability to work on youth programs.
- Ability to communicate orally and in writing to a wide range of audiences.
- Ability to work in a team with a spirit of cooperation.
- Ability to prioritize and manage multiple projects at various stages of progress.
- Ability to work independently under tight schedules.
- Skills in problem solving and decision making.
- Ability to analyze, interpret, and apply data.
- Ability to travel.
- Knowledge and skills with Microsoft Office, Google Suite, and web-based scheduling tools.
- Establishing trusting relationships with clients and their families while providing general support and encouragement for cancer care.
- Providing ongoing follow up, basic motivational interviewing, and goal setting with clients and families.
- Completing and Needs Assessment Form with clients for patient navigation purposes and reducing structural barriers, including referring clients to WCP screening programs and to local and regional services and resources.
- Following up with client via phone calls, letters, or other routes as appropriate.
- Exhibiting excellent working relationships with clients and visitors, effectively accomplishing the WCRS mission.
- Being knowledgeable about community resources appropriate to needs of clients/ families.
- Building relationships with community partners, including healthcare providers and health systems.
- Identifying collaborative opportunities to increase cancer control activities within

communities.

- Providing quarterly reporting in timely manner.
- Operating fiscal yearly budget and making modifications when necessary.
- Provide support for other internal program process and events.
- Other duties assigned by the director.

QUALIFICATIONS:

- Ability to interact effectively and in a supportive manner with people of all backgrounds
- Ability to exercise personal leadership skills such as conflict resolution, negotiating, instructing, persuading, public speaking, and giving/ receiving constructive criticism.
- Associates degree preferred or 2 years minimum equivalent related work experience.
- Must have strong organizational, written and verbal communication skills and the ability to work under pressure.
- Attention to detail and problem solving.
- Knowledge of Microsoft Office software (Publisher, Excel, Word, PowerPoint) and Google office systems (Gmail, Calendar, Hangouts, Drive)
- Must have a valid driver's license.
- First Aid and CPR certification within 90 of employment.

APPLICATION REQUIREMENTS :

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

