



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

MARCH 6, 2013

#34-13

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES
POSITION: COMMUNITY TOBACCO PROJECT COORDINATOR
SALARY: \$16.02-\$22.97 D.O.E.
CLOSING DATE: **OPEN UNTIL FILLED**

DUTIES AND RESPONSIBILITIES: (THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Community Tobacco Project Coordinator is under the direction of the Executive Director of the Department of Health Services; the Tobacco Project Coordinator oversees, facilitates, monitors and assists in the development and implementation of prevention and education activities for the local tobacco project.

- Develop a community plan that provides the identified target audience with tobacco education and prevention services, including but not limited to:
- Prevention, cessation, and how to create tobacco free environments;
- Coordinate with the Health Board (Board) on local tobacco project planning for the CRIT Community;
- Responsible for scheduling and coordinating the logistics of planning activities, taking meeting notes, and maintaining timely correspondence and communications related to the Board;
- Assists with the coordination of Board activities with existing health provider services such as the Indian Health Services, local county tobacco projects, and/or other agencies indirectly related to the aims of the tobacco project;
- Facilitate local tobacco planning committee meetings;
- Guides the development of the comprehensive tobacco prevention and education plan;



- Assess local needs and resources of the community;
- Monitoring the program budget and insuring that monthly, quarterly, and annual reports are submitted in a timely manner;
- Attends training and planning meetings outside of the local community when necessary;
- May perform other duties and/or assignments as directed within the scope of program activities.

QUALIFICATIONS:

1. EDUCATION: Bachelors of Science or Bachelors of Arts Degree from an accredited college or University in a Health Field preferred, or an Educational Background in this field or an Associate Degree with emphasis on health or social sciences.
2. Experience: Two years experience coordinating and implementation of community projects. Experience may be substituted for educational requirements on a year for year basis.
3. KNOWLEDGE, SKILLS AND ABILITIES:
 - Must be able to assess the needs of groups and individuals.
 - Ability to assist with the planning and promotion of tobacco prevention and education programs that meet community needs and fulfill grant requirements.
 - Ability to prepare and maintain written reports and data records.
 - Maintain flexible hours, and be willing to travel. Ability to provide leadership and direction to local committee.
 - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPAA)*.
4. Licensing/Certifications:
 - Possess a valid Arizona Driver's License.
 - Maintain flexible hours, and be willing to travel.
 - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-6302, Indian Child Protection and Family Violence Prevention Act.

APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.