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Tobacco Prevention Coordinator

Description

The Tobacco Prevention Coordinator works to strengthen compliance with existing laws on the sale of tobacco and nicotine products to minors through education and monitoring activities across the 28 counties in Region 8. Using our core values to work in EXCELLENCE to IMPACT our community through LEADERSHIP and INTEGRITY, while RESPECTING everyone as we demonstrate GROWTH and strive to live lives in WORK-LIFE BALANCE.

REPORTS TO: Director

Core Duties

- Perform 280 unduplicated tobacco and e-cigs retailers compliance checks in per month and report violations to local authorities.
- Educate retailers on the most current tobacco laws as they pertain to minor access.
- Initiate follow-up compliance visits with all tobacco retailers who have been cited for tobacco-related violations and provide informational materials regarding Texas Tobacco Laws.
- Conduct any additional tobacco-specific prevention activities as requested to support the goals of the PRC Tobacco Prevention Core.
- Participate in conference calls and webinars as scheduled by provider.
- Attend Annual Prevention Provider Meeting.
- Complete all required training for an opportunity for growth and development.

Eduaction/Training/Work Experience/Skills Requirements

- High School Graduate or GED equivalent
- A knowledge of the Bexar County and surrounding areas
- A minimum of one (1) year experience in working within the community
- Certified Prevention Specialist (CPS) or be working toward Associate Prevention Specialist (APS) within 20 months of employment.
- Experience working with culturally diverse populations.
- Demonstrated knowledge in substance abuse prevention.
- Demonstrated knowledge of community-based social and human services systems and resources.

Additional Requirements

- Must be able to lift, pull, and carry up to 30 lbs.
- Must have reliable transportation and provide your own transportation for the completion of tobacco compliance checks and community assignments. You will be reimbursed for mileage at the rate allowed by State programs.
- Must be able to work occasional outdoor activities and handle outdoor environmental elements.
- Must be willing to work nights and weekends when needed.

Hiring organization

San Antonio Council on Alcohol and Drug Awareness

Employment Type

Full-time

Job Location

7500 US Hwy 90 West, Ste. 201,
78227, San Antonio, TX , Region 8

HOURS: Full Time Position (40 hours per work week) with flexible schedule

TRAVEL: Local travel may range from 75% of time. Vehicle provided by the agency.

OUT OF TOWN TRAVEL: 10% for conferences, or occasional meeting within state

In addition to working in the general community, SACADA staff may need to work from home as assigned due to the current Covid-19 Pandemic. Staff will follow any guidelines provided by SACADA as updated based on Covid-19 status in the community. However, any request from their supervisor to work in the office as needed on a specific assignment supersedes the guideline until assignment is complete.

The Tobacco Prevention Coordinator shall demonstrate a commitment to the philosophy and goals of the San Antonio Council on Alcohol and Drug Abuse and a level of energy commensurate with the Council's expectations.

TO APPLY: Email Gloria Solis at gsolis@sacada.org your resume and completed SACADA Employment Application or fax to 210-225-4768.

SACADA is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.