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Tobacco Prevention Coordinator

Description

REPORTS TO

Senior Director

The purpose of the Prevention Resource Center (PRC) is to increase the capacity of the statewide substance abuse prevention system for the 28 counties within Health and Human Services Commission (HHSC) Region 8. 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.

Responsibilities

- Conduct on-site voluntary retail compliance checks with tobacco retailers in the region to assess compliance with State Tobacco laws regarding access, minor tobacco purchase (buys), and signage.
- Ensure retailers utilize the most up-to-date signage from the State Comptroller's Office.
- Conduct voluntary retail compliance checks with the number of tobacco retailers in the Region 8.
- Tobacco Coordinator will visit a minimum of 150 unduplicated tobacco retailers per month and report violations to local law enforcement and/or local Comptroller offices and document this strategy using the HHSC-generated form.
- Provide retailer education in Region 8 to tobacco retailers who require additional information on the most current tobacco laws, especially as they pertain to minor access and document activity using the HHSC-generated form.
- Conduct follow-up voluntary retail compliance visits with all tobacco retailers who have been cited for tobacco-related violations and provide informational materials regarding Texas Tobacco Laws, documenting activity using the HHSC-generated form.
- Participate in quarterly conference calls to include HHSC staff, Tobacco Prevention Coordinator, and HHSC-funded Tobacco Contractor.
- Conduct any additional tobacco-specific prevention activities as requested by HHSC to support the goals of the PRC Tobacco Prevention Core.
- Participate in conference calls and webinars as scheduled by HHSC.
- Attend HHSC Annual Prevention Provider Meeting.
- Complete the required trainings as stated in PRC contract.

Education/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
- Experience working with culturally diverse populations
- Demonstrated knowledge in substance abuse prevention
- Demonstrated knowledge of community-based social and human services

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

Base Salary

\$ 24,000 - \$ 26,000

Date posted

April 6, 2021

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.

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

TRAVEL: Local travel may range from 75% of time

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.

Options to Apply

Online

Use the blue "APPLY NOW" button on this page to provide us your information and Resume/CV file.

Email/Fax

Send **your resume and [this SACADA Employment Application Form \(Fillable PDF\)](#)** completed, via Email Gloria Solis at gsolis@sacada.org or fax them 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.