



## **MERCER COUNTY BEHAVIORAL HEALTH COMMISSION, INC**

**JOB TITLE:** Tobacco Prevention Specialist  
**DEPARTMENT:** Prevention - Primary  
**HOURS OF WORK:** 37.5 Hours/Week

**EMPLOYMENT STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt

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### **OVERALL OBJECTIVE OF JOB - (Primary Prevention)**

This is a full-time position that is responsible for the delivery of primary prevention services. Primary prevention will increase awareness and education regarding the risk of alcohol, tobacco, and other drug related problems within the targeted community. Primary prevention promotes the non-use of drugs and is aimed at preventing or delaying the first use of drugs and the transition to more serious use of drugs among occasional users. Primary prevention will serve a general audience, or a targeted at-risk population for the purpose of preventing further alcohol or substance usage including tobacco. The work of the Tobacco Prevention Specialist is characterized by substantial program involvement in the targeted areas for the purpose of education and advising people on tobacco related issues. Employee functions under general supervision within the program goals and objectives established by the prevention supervisor. Employees are expected to carry out assignments independently within the parameters established by the prevention supervisor. The primary prevention unit works in tandem with the secondary prevention unit to provide a comprehensive array of prevention services for the Mercer County community.

### **ESSENTIAL FUNCTIONS OF JOB**

This position operates within the prevention department of the agency and reports directly to the Prevention Supervisor. The Tobacco Prevention Specialist will plan, schedule, coordinate, and deliver primary prevention services and programs. This position will provide evidenced based and innovative prevention programs within both the school and community environments. Primary prevention services will consist of: education, awareness, healthy alternatives, environmental strategies, and community development. Tobacco Prevention Specialist will provide programming for: early childhood, school age children, transition age youth, young adult, adult, and senior populations.

This Tobacco Prevention Specialist will facilitate and provide grant related programs and services in the county. The position will compile and review data for the purpose of assessing program outcomes. The Tobacco Prevention Specialist will assist in department grant writing to sustain prevention funding. The Tobacco Prevention Specialist will support all primary prevention initiatives defined within the prevention plan, in addition to assisting with appropriate programs of the secondary prevention unit. All positions within the prevention department will work collectively to support the agency's overall mission.

### **OTHER DUTIES OF THE JOB**

The primary Tobacco Prevention Specialist will provide prevention programming within the Mercer County schools and community. Tobacco Prevention Specialist will provide evidenced based programs, leverage community support for environmental change, facilitate parenting-skill workshops, provide tobacco control programming, and support healthy fun safe alternative activities to drug use.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of current developments in the drug and alcohol field
- Knowledge of problems in the schools and community in relation to drug and alcohol consumption
- Knowledge of school district organizational structure, curriculum, policies, and practices
- Knowledge of community organizations and their function relative to drug and alcohol related problems
- Knowledge of health impacts relating to drug and alcohol consumption
- Knowledge of alcohol highway safety laws and their application
- Ability to gather data to compose advertising and educational literature and deliver speeches on drug and alcohol topics
- Ability to effectively communicate (both orally and in writing)
- Ability to establish and maintain effective work relationships with the general public
- Ability to manage multiple projects and timeframes effectively
- Ability to exercise good judgment and diplomacy
- Demonstrate initiative in problem solving within appropriate supervision

### **PERFORMANCE MEASURES**

- Achievement of assigned annual objectives
- Adherence to data entry requirements and deadlines
- Adherence to required reporting deadlines and criteria
- Average to high program evaluation results
- Maintaining a direct and indirect ratio between 60/40
- Adherence to the personnel policy and procedure
- Delivery of positive program performance outcomes

## **PHYSICAL AND MENTAL CONDITIONS**

- Must possess ability to record, convey, and present information, explain procedures, and follow instructions.
- Must be able to sit for lengthy periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to perform essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to perform duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

## **SUPERVISION RECEIVED**

Projects and assignments of the position are identified by department design and the D&A Prevention Program Supervisor. Work is reviewed through statewide software, individual direct supervision, unit meetings, program observations and the annual performance appraisal.

## **SUPERVISION GIVEN**

Not Applicable. This is not a supervisory position.

## **QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE**

- Must possess a valid driver's license and access to reliable transportation.
  - Must possess PA Child Abuse, PA Criminal Record and Federal FBI clearances.
  - Candidates must have a bachelor's degree in health education or the social or behavioral sciences and one year of progressive, responsible experience in drug and alcohol prevention activities or an equivalent combination of experience and training.
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Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may submit an employment application from our website [www.mercercountybhc.org](http://www.mercercountybhc.org), or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

**Please send application to:**

ATTN: Lynnett Beck, HR  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137

Email to: [Lynnett.beck@mcbhc.org](mailto:Lynnett.beck@mcbhc.org)

Fax to: 724-893-1067

**Affirmative Action/Equal Opportunity Employer**

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.