

POSITION ANNOUNCEMENT

Position: Tobacco Treatment Specialist (2 open positions)

Organization Description: Suwannee River Area Health Education Center (AHEC) is a diverse, resourceful public health nonprofit. Our professional staff members seek to assist individuals who have basic health needs through community education, as well as train health professionals and health professions students to better serve their patients. Our mission is to promote and provide access to quality health connections for our community. Suwannee River AHEC values our relationships with partners and clients, the health and wellbeing of our staff, and the knowledge, experience, and ability each staff member brings to our organization.

Job Description: This full-time benefited position (40 hrs/week) will assist participants with their tobacco cessation efforts primarily through educating and influencing community healthcare providers regarding tobacco cessation best practices in Suwannee River AHEC's rural and underserved communities.

Duties and Responsibilities:

- Coordinate and implement systems change strategies in healthcare organizations in the assigned region
 - Market SRAHEC free services to healthcare providers in the service area
 - Distribute marketing and cessation materials routinely to provider offices
 - Foster working relationships with healthcare provider offices in the assigned region
 - Develop new marketing strategies and approaches for various free AHEC services, such as onsite or virtual treatment groups, educational events, and referral process.
 - Answer all inquiries from regional providers regarding available services and programs.
 - Maintain excellent relationships with provider offices through committed customer service.
 - Provide reports to organizations consistent with their quality reporting process
- Assist with completing Tobacco Free Florida AHEC Cessation Program Tracker (TFFACT) dashboard calls and paperwork
- Facilitate cessation groups
- Attend partnership meetings, health fairs, and other community events
- Create, print, and disseminate program related materials to community partners
- Maintain and submit accurate and complete reports on program activities by the established deadlines
- Participate in local, regional, statewide, and national forums supporting the AHEC mission
- Complete ongoing tobacco cessation and HIPPA trainings (CTTS training if necessary)

Qualifications

- Bachelor's Degree in public health, health education, business-related field, or social service
- Experience working in marketing or sales preferred
- Bilingual in Spanish and English preferred
- Ability to work flexible hours, including nights and weekends
- Inclined to think and work independently, but also work harmoniously with a team
- Self-motivated, self-sufficient, able to manage multiple tasks, flexible, and able to work well under pressure
- Must be tobacco-free for 6 months prior to employment date and remain tobacco-free for duration of employment
- Skilled in using Microsoft Office Suite, computers, LCD projector, other related electronic equipment for presentations, and be able to lift and carry such equipment
- Must have reliable transportation for attending events, meetings, and groups in 12-county service area (Company car may be available for travel from office)

Compensation

Suwannee River AHEC seeks to hire the best and brightest. We offer competitive wages, which are commensurate with experience.

Equal Opportunity

Suwannee River AHEC is an equal opportunity employer. Background and reference checks are conducted on all prospective new hires.

Location

Currently working remotely most days and is office-based at least one day a week. Office is located in Alachua, Florida.

Application Process

To be considered for the position, please submit your **resume and cover letter** to job@srahec.org by Wednesday, March 3rd.