

Job Description

Public Health Coordinator/MTCP

1 FTE | POS #100010122

Direct Report	Asst. Director of Public Health	Grade	U18 \$31.73hr - \$39.63hr
Department	Health	FLSA	Exempt
Division	Grant Programs	Bargaining Unit	Non-Union Unit C
Date	July 2024	Location	1213 Purchase Street

Homeland Security Emergency Status: Non-Essential

Safety Classification: Non-Safety Position

Summary

This position is dependent upon continued yearly funding from the Massachusetts Department of Public Health, through its Bureau of Community Health and Prevention's Massachusetts Tobacco Cessation and Prevention (MTCP) program. The coordinator will be responsible for the overall operations of New Bedford partnership communities' tobacco program, and for enforcement of local marijuana regulations adopted by the New Bedford Health Department, New Bedford Board of Health, and the City of New Bedford. The coordinator will be supervised by New Bedford Health Department leadership.

Supervisory Responsibilities

Supervision Scope: None

Supervision Received: Works under the direction of the Assistant Director of Public Health

Supervision Given: None

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tobacco Duties

1. Develop and implement tobacco control work plans – including policy development/enforcement and retailer education – for communities involved in the cessation program. Participate in meetings/trainings required by the MTCP.
2. Ensure timely submission of reports and deliverables including programmatic and fiscal reports.
3. Monitor program budget.
4. Maintain accurate lists and profiles of New Bedford partnership community establishments using the MTCP retailer database and participate in all evaluation activities.
5. Work with Boards of Health in New Bedford partnership communities to strengthen/develop local tobacco policies and regulations.
6. Travel throughout New Bedford partnership communities as needed. Attend occasional evening events/meetings which may occur outside of normal working hours.

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7. Recruit and train youth for compliance checks according to Massachusetts Tobacco Control Program guidelines.
8. Conduct tobacco youth control compliance checks of retail establishments throughout New Bedford partnership communities.
9. Following MTCP protocols, conduct annual inspections of all establishments in New Bedford and partnership communities, including education and enforcement if there are any violations of federal, state or local laws.
10. Conduct additional inspections after passage of local policy to ensure compliance, as well as in response to violations of the Massachusetts Smoke-Free Workplace Law and local regulations.

Marijuana Duties

1. Conduct annual inspections, following New Bedford Health Department and other partnership community's marijuana protocols as needed, including education and enforcement if there are any violations of federal, state, and local laws.
2. Conduct marijuana youth control compliance checks of retail establishments throughout New Bedford and other partnership communities, as needed.
3. Work with local Boards of Health to strengthen/develop local marijuana policies and regulations.
4. Attend occasional evening events/meetings which may occur outside of normal working hours.
5. Other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Leadership	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Public Speaking	Expert Reporting	Multi-Lingual

Minimum Qualifications

Education and Experience

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- Bachelor's Degree in Public Health, Public Policy or related field and experience working in the tobacco field preferred, or any equivalent combination of education and experience.
- Excellent verbal and written communication skills and computer proficiency required.

Required Skills and Abilities

- Ability to understand political, economic, and social environments of each of the communities served and how they differ.
- Experience dealing tactfully with others including business owners, employees, and the general public.
- Ability to understand, apply, and explain state and local tobacco control laws and regulations.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Expert computer skills and thorough knowledge of Microsoft Office including Word, Excel, and Outlook
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the Public Health and City's mission and organizational values.

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.
- Valid Driver's License, a safe driving record and reliable transportation required.
- Conversational Portuguese and/or Spanish preferred.

Tools and Equipment Used

Computers, calculators, phones, copy machines, and other general office equipment.

Work Environment

Work is performed in an office setting. Workload and stress levels vary dramatically. The **Public Health Coordinator** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Public Health Program Coordinator** has access to confidential information about employees and other sensitive information. The **Public Health Program Coordinator** is expected to operate in an environment where errors can be costly with regard to efficiency of the operation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an

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employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time-periods. Employees may exert up to 20 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

Work Hours

This is a full-time exempt position with typical 40 hours per week, varied schedules, with required availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.