

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH
JOB ADVERTISEMENT
2008**

POSITION: Summer Tobacco Prevention Technician

DEPARTMENT: Tribal Health Administration

SALARY: D.O.E.

ACCOUNTABLE TO : Tobacco Prevention Specialist

OPENING DATE: May 2, 2008

CLOSING DATE: May 12, 2008

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

How To Apply: Submit an application, resume', three current letters of reference and copies of all credentials (High School Diploma or GED, MT. Drivers License) to the NCT Human Resource Office, P.O. Box 128, Lame Deer, MT. 59043

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SUMMARY OF WORK: Focus of this position is to assist in leading programs designed to promote and reinforce behavior conducive to a tobacco-free lifestyle in individuals, groups, and communities. This position will assist in planning, coordinating and expediting the challenging work of promoting, maintaining, and improving community health.

JOB CHARACTERISTICS:

Nature of Work: This position assists the Tobacco Prevention Specialist with the Development and implementation of effective Tobacco Prevention programs and activities in the communities and schools. Coordinate project activities with other tribal health programs. This position deals with sensitive information and must adhere to standards to confidentiality. May be required to work outside of normal hours.

Personal contacts: Daily contact with the public, health programs, and organizations. Coordinates and networks activities with other entities to accomplish objectives of the program.

Supervision received: Direct supervision is received from the Tobacco Prevention Specialist.

Essential functions: This position requires ability to communicate orally and in writing, will assist in the coordination of training for the coalition members, will assist in the promotion of public awareness and education of tobacco prevention through project activities and advertisements.

AREA OS JOB ACCOUNTABILUIITY AND PERFORMANCE:

1. Provisions of educational services to the community, schools and tribe.
 - A. Assists the Tobacco Prevention Specialist in promoting community involvement and ownership.
 - B. Assists the Tobacco Prevention Specialist in designing program goals for the coalition.
 - C. Assists other programs in carrying out Tobacco Prevention.
2. Provides Direct Health Education Services
 - A. Collaborates with other program and organizations in implementing activities.
 - B. Assists the Tobacco Prevention Specialist in providing tobacco prevention with individuals and/or groups.
 - C. Assists the Tobacco Prevention Specialist in performing activities listed in work plan.
 - D. Performs other duties as assigned.

JOB REQUIREMENTS:

Skills:

This position requires computer skills demonstrating the ability to operate Microsoft Word, Excel, Power Point and Adobe Reader, as well as proficiency with regular and frequent communication through e-mail and the internet; and effective public speaking skills; encouraged to develop and deliver presentations to various age groups.

Abilities:

Ability to relate and motivate diverse members of the community; proven ability to work in a group to achieve a common goal; and ability to communicate clearly and concisely; both orally in writing.

JOB PERFORMANCE STANDARDS:

Evaluation of this will be based primarily upon performance of the proceeding requirements and duties. Examples of job performance criteria includes but are not limited to the following:

- Perform assigned duties
- Maintain confidentiality of sensitive information.

- Maintaining accurate records
- Preparing and submitting accurate and timely records.
- Dealing tactfully and courteously with the public.
- Demonstrating punctuality and observe working hours.
- Establishing and maintaining effective working relationships with fellow employees, supervisors, and the public.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe

EDUCATION AND EXPERIENCE:

High School Graduate