



JOB DESCRIPTION #103

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Outreach Coordinator

REPORTS TO: Program Manager

BASIC FUNCTIONS: The Outreach Coordinator will be responsible for providing tobacco control education to the residents of Fall River and New Bedford.

SCOPE: The primary objective is to educate in the area of tobacco and secondhand smoke.

QUALIFICATIONS:

- Bachelor's Degree in Health or Human Service related field
- Must be a non-smoker
- Strong written, verbal, organizational and interpersonal skills required
- Knowledge and experience providing educational outreach in public settings
- Valid Driver's license, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program. May be required to work flexible hours, including nights and weekends.

RESPONSIBILITIES/OBJECTIVES:

- Educate population about the dangers of tobacco use and exposure to secondhand smoke.
- Network with health and human service agencies.
- Refer smokers in the greater Fall River and New Bedford areas to appropriate cessation resources.
- Attend health fairs and other outreach venues.
- Promote Smoke-Free Homes Campaign.
- Coordinate youth in tobacco control compliance checks as required.
- Remain current on all new materials and information regarding tobacco control.
- Conduct face-to-face and phone surveys.
- All other duties assigned by the supervisor, his/her superior or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.

- To work in harmony with other Seven Hills Behavioral Health staff
- To work in harmony with Seven Hills Foundation

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Non-exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date