

**City of Fall River
Job Posting**

The City of Fall River Health and Human Services Department has the following full-time vacancy:

Title: Tobacco Control Coordinator
Date: March 10, 2021
Salary: Not to exceed \$52,219.00 annually
Hours: Monday through Friday 9:00am to 5:00pm (must have flexibility to work evenings and weekends for collaborative meetings)

Interested candidates please submit resume or employment application to Madeline Coelho mcoelho@fallriverma.org or mail to City of Fall River One Government Center Fall River, MA 02722 Open until position is filled.

GENERAL STATEMENT OF DUTIES:

Under the general authority of the Board of Health and the administrative supervision of the Director of Health and Humans Services (Director) as delegated by the Mayor through the City Administrator this position performs a variety of professional work in the area of Tobacco Control; performs Massachusetts Tobacco Cessation & Prevention Grant -related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITES:

The Coordinator will work in collaboration with the Massachusetts Tobacco Cessation & Prevention Grant DPH staff to develop positive working relationships with a wide variety of community-based groups and organizations identified by the Coordinator. He/she will coordinate and work with the Tobacco Cessation & Prevention Grant DPH staff to ensure equitable distribution of resources, coordinate and monitor fiscal expenditures, develop and coordinate regional interventions, and ensure all reporting and meeting requirements are fulfilled. This includes conducting retail store inspections and compliance checks as determined by DPH grant

ACCEPTABLE TRAINING AND EXPERIENCE:

Three years' experience in public health or a related field such as substance abuse/treatment. Attainment of a Bachelor's Degree in human services or a related area is strongly preferred and ability to communicate orally in Portuguese, Spanish or Khmer would be considered a plus. (Additional relevant work experience can substitute for a degree.)

OTHER QUALIFICATIONS:

Applicants must have a valid license to drive a motor vehicle in Massachusetts and use of an automobile. Applicants must have the ability to work flexible hours, including some nights and weekends.

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