



## Job Description

### Position Information

<b>Position Title:</b> Training and Outreach Specialist	<b>Department:</b> CBS
<b>Reports To:</b> Manager of the Tobacco Cessation Resource Center	<b>FLSA Status:</b> Exempt

### Summary Job Description

The Tobacco Cessation Resource Center (TCRC) is seeking to hire two full-time Training and Outreach Specialists. One Training and Outreach Specialist will serve North Central, Washington and the other will work in the Columbia Basin and Northeastern part of Washington. TCRC is affiliated with the Washington State Department of Health's Tobacco Prevention and Control Program and is operated by Free & Clear, Inc. TCRC provides tobacco cessation-related training, mentoring and resources to Health Care Providers, Health Delivery Systems and those who educate Health Care Providers.

Primary responsibilities of this position include: communicating the value of programs and services; coordinating and delivering training, outreach and assistance to health care organizations and providers; evaluating and assessing organizations to determine needs; creating partnerships with health care organizations and providers; and documenting and reporting outreach and training efforts. A hired Outreach Specialist will work in the North Central part of Washington to serve health care organizations in Okanogan, Chelan and Douglas County. Another Outreach Specialist will be hired to work in the Columbia Basin and Northeastern, Washington to serve Spokane, Lincoln, Adams and Grant County. Both of these positions are home-based, requiring a significant amount of time traveling in the assigned territory. Candidates must live in or within 60 miles of the assigned territory, be abstinent from tobacco, have daily access to a car, a valid driver's license, and a clean driving record.

This position is ideal for someone who is resourceful, innovative, energetic, organized, detail oriented, and enjoys working in a dynamic, fast-paced, public health oriented environment.

### Key Responsibilities

1	Outreach <ul style="list-style-type: none"><li>Develop quarterly work plans to ensure that organizations in the assigned territory receive training, outreach and follow-up.</li><li>Contact health care organizations in assigned territory and offer assistance.</li><li>Schedule onsite and/or phone meetings to discuss objectives, needs, goals of the organization, and review available resources (WA State Quit Line, Fax Referral Program, Materials, Clearinghouse, etc).</li><li>Conduct organizational assessment to identify needs and make recommendations regarding next steps.</li><li>Meet with organizations to review recommendations and identify next steps.</li><li>In partnership with organization, develop plan for next steps.</li></ul>
2	Train and educate health care organizations and health care providers.
3	Keep updated on tobacco cessation topics and WA State Tobacco Cessation and Prevention programs.
4	Report and track all interactions with health care organizations and health care providers.
5	Develop and execute quarterly work plans to ensure organizations in the assigned territory receive training, outreach and follow-up.

## Required Skills, Experience, and Qualifications

### Education, Licenses, and Certification

- Bachelors Degree is required, masters preferred.

### Skills and Experience

- Excellent oral, written and interpersonal communication skills.
- Strong organizational skills as well as the ability to prioritize and manage multiple responsibilities. Proficient computer skills including word, excel and power point.
- Self-directed and self-motivated.
- Demonstrated understanding of health care organizations.
- Demonstrated ability to be an effective advocate in supporting health care providers.
- Demonstrated dependability, flexibility and professional demeanor.
- Knowledge of tobacco cessation methodologies preferred.
- Ability to provide consultation and training to healthcare organizations.
- Must be abstinent from tobacco and nicotine for 2 or more years.
- Required to have a valid US drivers license, daily access to a car and a clean driving record.

*Free & Clear, Inc. is an equal opportunity employer.*