

PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCY ANNOUNCEMENT*****

POSITION: Tobacco Prevention Specialist
PROGRAM: Health Education
LOCATION: Health Building, Concho
ISSUE DATE: August 15, 2019 **CLOSING DATE:** August 29, 2019

GENERAL DESCRIPTION:

This position shall be under the supervision of the Health Education Director. The tobacco prevention specialist position is funded under the M-Power sub award contract. The M-Power Program is a tribal initiative from a contract between the Cheyenne and Arapaho Tribes and the Oklahoma State Department of Health Center for the Advancement of Wellness (OSDH). The prevention specialist will work to meet objectives as listed under the M-Power contract plus framework and work plan.

RESPONSIBILITIES:

Responsible for exploring, collecting and analyzing information regarding health related policies. Responsible to provide multiple deliverables including the development of interventions, achievement of program outcomes, incorporation of population based strategies, and implementation of policy. Conduct group activities such as exercise class, health education presentations, and planning meetings. Promote the Certified Healthy Oklahoma Program within the Cheyenne and Arapaho Tribes. Prevention specialist is prohibited from using tobacco while performing job duties. The M-Power Program shall comply with the tobacco free policy as listed in the contract. Shall be responsible to perform other duties as assigned by the program director.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be hard-working, reliable and professional.
Must have good customer service skills.
Must have excellent communication skills both verbal and written.
Ability to work collaboratively and effectively with other agencies in the community.
Ability to handle multiple tasks simultaneously, establish priorities and work in an organized manner.

Knowledge of computer software programs including Microsoft Word, Excel, PowerPoint, Outlook and Publisher.

Will be responsible for performing duties independently and as part of the Health Education/M-POWER Program Team.

QUALIFICATIONS:

- Prior experience in a health related field.
- Experience in working with policies.
- Bachelor's degree in health related field preferred.
- Must have driver's license and provide current motor vehicle report
- Must be willing to obtain CPR and First Aid Certification
- Familiar with organization policies and procedures
- Knowledge of Cheyenne-Arapaho Culture
- Must be willing to work flexible hours including nights and weekends
- Must be willing and able to attend various training programs as designated by the program director and M-Power
- Must pass background check
- Must be in good physical condition and able to lift heavy items

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



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