

CANCER SUPPORT COMMUNITY OF CENTRAL INDIANA

Job Title:	Tobacco Prevention and Cessation Manager	Classification:	Manager
Department:	Indiana Cancer Consortium	Last Revision:	June 2019
Supervisor:	Director, Indiana Cancer Consortium	FLSA Classification:	Exempt
Position Type:	Full Time	Salary:	Competitive

Purpose of the Position:

The Tobacco Prevention and Cessation (TPC) Manager is primarily responsible for the development, implementation, and evaluation of the TPC statewide grant program focusing on health systems change for tobacco treatment that will address the high smoking rates among those living with cancer. This position delivers project management and implementation support for key organizational initiatives as assigned by the Indiana Cancer Consortium (ICC) Director. This position is housed at the Cancer Support Community of Central Indiana and reports to the ICC Director.

Essential Duties:

- Manage all TPC grant activity, which includes ensuring timely and successful completion of project objectives.
- Collaborate with the Division of Chronic Disease, Primary Care and Rural Health, Cancer Control Section, and other ISDH program areas to identify programs, organizations, and healthcare systems to improve utilization of tobacco prevention and cessation programs.
- Work with the ICC, ISDH, and evaluation consultant to identify and utilize assessment data to develop, monitor, and evaluate the grant and all corresponding work plans, etc.
- Develop formal partnerships with healthcare providers, systems, and other partners as necessary to increase health systems changes for tobacco treatment; adopt organizational policies and systems change; increase community-clinical linkages that support improved access to evidence-based tobacco cessation interventions; increase provider knowledge of guidelines pertaining to treatment of cancer survivors and tobacco use; and increase survivor knowledge of preventive lifestyle behaviors, treatment, and follow-up care.
- Provide training, technical assistance, and support to internal and external partners in increasing the implementation of evidence-based tobacco cessation interventions to improve quality and duration of life among cancer patients.
- Other duties as assigned.

Job Requirements

A master's degree in Public Health or related degree area from an accredited university preferred. Work experience in chronic disease prevention and control or experience in administrative public health may assist in meeting educational requirements. Incumbent should demonstrate skills in the following areas:

- Evaluate program goals, objectives, and interventions;
- Apply health planning principles and practices, including project management, evaluation, and data analysis;
- Comprehend, analyze, interpret, and disseminate technical material and make implementation recommendations in a program area;
- Effectively communicate orally and in writing, including public speaking and report writing;
- Meet deadlines and program deliverables;

- Maintain effective working relationships with federal, state, and local agencies, medical and health organizations, community groups and associations, and other stakeholders;
- Research tobacco prevention public health efforts, particularly those involving policy initiatives, systems-level changes, and environmental change; and
- Become a subject matter expert in tobacco prevention and cessation and gain organizational knowledge of local, state, and national agencies addressing tobacco.

Knowledge, Skills, and Abilities

- Experience with project coordination in an interdisciplinary/team environment
- Ability to implement practical strategies, plans, and solutions to identified problems
- Exceptional communication ability (both verbally and in writing) to professionals and general public audiences
- High degree of professionalism and positive attitude
- Experience with health policy and/or education, or other volunteer-based programs in community settings preferred
- Ability to interpret state and local laws, regulations, and policies pertaining to public health
- Excellent organizational skills
- Ability to establish and maintain effective working relationships with state, local community, and/or health organizations and other stakeholders
- Ability to work independently and complete tasks with little supervision
- Computer knowledge in Microsoft Word, PowerPoint, and Excel
- Ability to drive and travel the whole state (40%)

Physical Requirements and Working Conditions

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear.
- The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is performed both in an office and community setting.
- Requires the use of a personal vehicle to travel to regional meetings.
- The noise level in the work environment is usually moderately quiet.

To apply, please send cover letter with CV/resume to Rishika@IndianaCancer.org by August 5, 2019. Please identify title of position in email subject line.