Title: Public Health Consultant, Tobacco Dependence Intervention with Behavioral Health

Supervisor: MDCH Tobacco Section Unit Manager, Janet Kiley

Purpose: This position will serve as a consultant and coordinator to develop, implement, and evaluate a tobacco treatment systems intervention within mental/behavioral health agencies in Michigan. This position will facilitate recruitment and collaboration among participating organizations and stakeholders, create materials, conduct meetings, make presentations trainings as appropriate in collaboration with MDHHS/Tobacco Section consultant lead, and coordinate project evaluation efforts to assure that all workplan deliverables and outcomes are met.

Projects: Community Mental Health Tobacco Treatment Intervention (Michigan Department of Health and Human Services – Tobacco Section)

Duties and Responsibilities:
- Serve as a liaison between the funding agency and MDCH Tobacco Section.
- With MDHHS consultant lead, analyze project needs, develop work plan and timelines, implement project activities, and write progress reports as needed.
- Meet regularly and collaboratively with MDHHS project team to update progress, address challenges and plan responsively for project needs.
- Provide consultation and technical assistance to partners and stakeholders to assure timely completion and enhance the quality of deliverables; facilitate consistency and integration with the project goals and objectives, and to maximize opportunities for collaboration.
- Maintain a positive, strong, credible, professional relationship with all parties associated with the Project, and represent the best interest of MPHI and the MDHHS Tobacco Program at all times.
- Represent the project, MDHHS and MPHI at federal and state meetings and conferences, as needed and appropriate
- Participate in all required Tobacco Section meetings and trainings
- Three-, six- and 12- month performance reviews with Unit Manager

Qualifications/Requirements:

Education: Possession of a master's degree in public health or a public health related field such as health education; a master's degree in public administration with a health care administration concentration; a master's degree in social work with concentration in community organizations/settings.

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Experience: A minimum of three years post masters’ level work experience

Important Skills and Characteristics: Candidate must be a non-smoker; must possess effective oral and written communication, computer, and presentation skills. He/she must be self-directed and able to set priorities and attend to multiple tasks. In addition, must be able to manage a complex project and possess effective problem solving skills. He/she must have an understanding of the public health approach to addressing health needs and have a working knowledge of the role of health equity and social justice in public health practice. Knowledge of tobacco reduction and prevention as an important public health intervention will be helpful.

Work Environment and Physical Requirements: No significant physical activities are required in this position other than deskwork and the lifting of office equipment and materials of 50# or less. Involves significant computer related activity such as viewing a CRT or VDT screen at least 50% to 75% of the time. Requires ability to travel and a valid operator’s license, a significant amount of travel will be necessary to perform the duties of this Project Coordinator position.

Work location and travel requirements: The home office for this position will be at 109 W. Michigan Ave. Lansing, MI. There will be considerable, periodic need for travel to other locations in the state.

Responsibility for the Work of Others:

Occasional Leader: Leads some projects and serves as a team member on others.

Impact on Projects, Services and Operations
This position performs duties and responsibilities on behalf of the Michigan Department of Health and Human Services. Project should positively impact the reputation of MDHHS and MPHI. The desired outcome of this project is to implement a tobacco dependence treatment intervention in community mental health campuses statewide.

Required Communication

<table>
<thead>
<tr>
<th>Contact Person/Group</th>
<th>Frequency</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MDHHS/Tobacco Unit Manager</td>
<td>Bi-weekly</td>
<td>Duties relative to project</td>
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<tr>
<td>2. Other funding agencies</td>
<td>As needed</td>
<td>Duties relative to project</td>
</tr>
</tbody>
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“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair labor Standards Act”

Signature________________________________________ Date_________________

Employee Signature

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