



**TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)**

**PO BOX 768 • PORTERVILLE, CALIFORNIA 93258**

**PHONE: (559) 784-2316 • FAX: (559) 553-0836**

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**POSITION DESCRIPTION**  
**TOBACCO CESSATION COMMUNITY ENGAGEMENT COORDINATOR**

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**Reports To:** Public Health Officer

**FLSA Status:** Full-Time, Non-Exempt

**Revised Date:** August 4, 2024

**Prepared By:** Human Resources

**Salary Grade:** \$21.13/hour DOE

**Board Approval:** August 20, 2025

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**Position Summary:**

Under the leadership and direction of the Tule River Indian Health Center Inc. Public Health Officer/Tobacco Cessation Program Director and the Senior Project Coordinator, the Community Engagement Coordinator will be responsible for supporting the administration and delivery of the Tule River Indian Health Center Inc. Tobacco Cessation Program. Which is funded by the California Tobacco Prevention Program. The primary objectives of the Tule River Tribal Cessation Program are to recruit, engage and convene a community coalition to inform strategies for preventing and reducing commercial tobacco use in the Tule River Tribal community and includes 1) developing, adopting, and implementing a comprehensive tobacco policy to screen, assess, and refer people who use commercial tobacco to cessation services, and 2) implementing community level commercial tobacco prevention and cessation health education services. The Community Engagement Coordinator will lead efforts to engage the Tule River community in the Tule River Tobacco Cessation Program and prevention programming. The Community Engagement Coordinator will also support the Senior Project Coordinator with administrative and other tasks to convene the Tule River Tobacco Cessation Program coalition, meet the program's primary objectives, and the overall Tule River Tobacco Cessation Program scope of work. Specifically, the Community Engagement Coordinator position will support producing and delivering a project newsletter, organizing educational events, tabling in community spaces, and working with Tribal youth to participate in activities, meetings, and training opportunities. The Community Engagement Coordinator will also assist in preparing the information and data needed to complete and submit program Progress Reports.

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**Essential Duties and Responsibilities:**

1. Support delivery of programs and services related to the tobacco cessation program, such as organizing community coalition meetings, tabling at community events, discussing tobacco cessation with community members.
2. Process requests in a professional office environment, such as purchase order requests, signature requests, finalizing progress reports, and coordinating grant reports.
3. Speak professionally and appropriately with patients and colleagues about private medical matters.
4. Collaborate with a team to develop flyers and other communication materials for tobacco cessation events and programs.
5. Maintain record keeping and tracking of deliverables for grant reporting, such as tallying attendees at events, tracking supply inventories, and monitoring.
6. Complete training and education related to tobacco cessation in Tribal communities as determined by the Program Director.

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**Additional Responsibilities may include**

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1. Participate in all required staff meetings
2. Performing of general office duties or other related responsibilities as needed and assigned.

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities:**

1. Excellent communication skills
2. Ability to work with varying levels – health professionals, community members and tribal leaders will be required. Academic or professional experience with grants management, administration, and data collection is highly preferred. Familiarity with public health programs frameworks such as policy, systems and environmental (PSE change) and policy development is preferred.
3. Must have good communication skills, especially the ability to effectively communicate with diverse populations – youth, tribal leaders, health and social services professionals.
4. Strong organizational skills and attention to detail to track all grant deliverables.
5. Demonstrate the ability to work independently and reliably, particularly in coordinating events such as community meetings, trainings, and health education seminars.
6. Basic knowledge of office and healthcare technology, such as Office 365 package, CANVA, communications and listserv software, social media tools and electronic health record systems.
7. Ability to maintain accurate records, prepare reports, and ensure all health information is handled confidentially and properly documented.
8. Ability to work with families and understand the cultural sensitivities surrounding tobacco use in a Native American community.
9. Must maintain a professional appearance and attitude while engaging with patients and their families.

**Requirements:**

1. Possess a Valid California Driver License,
2. Must be insurable with the Tule River Indian Health Center Inc. Insurance Agency.
3. Must pass pre-employment drug & alcohol screen, pre-employment physical, and background.

**Supervisory duties (if any):**

None.

**Education and/or Experience:**

1. Associate or bachelor's degree from an accredited college or university and 4 years work experience.
2. Bachelor's degree from an accredited college or university and 2 years' work experience
3. Preferred professional or lived experience in Native American communities, especially as in relation to health.

**Certificates, Licenses, Registrations:**

1. A current California driver's license, a good driving record, and the ability to be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. First Aid/BLS/CPR certification required or must be obtained within 3 months of hire.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Tobacco Cessation Senior Project Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Tobacco Cessation Senior Project Coordinator is situated in a standard office environment within the health center, which there is little or no exposure to variations in the weather or other similar elements. Tobacco Cessation Senior Project Coordinator will move throughout the health center to meet with supervisors and co-workers but maintains limited direct patient/client contact.

Tobacco Cessation Senior Project Coordinator:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
3. Possess the strength to lift and carry supplies weighing up to 10 lbs., repeatedly and/or up to 25 lbs. intermittently.
4. Possess the visual acuity to read printed materials and a computer screen for long periods of time; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate and translate in person and over the telephone effectively as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

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**Disclaimer:** *This position description lists the major duties and requirements for the Tobacco Cessation Community Engagement Coordinator position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:** *I have thoroughly read the attached position description for the position of Tobacco Cessation Community Engagement Coordinator. Any verbal explanations that I have requested concerning the information in this position description were provided to me to my satisfaction. Subsequently, I affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties, responsibilities, and tasks outlined herein.*

Employee Name (Print)
Employee Signature
Date