



## Adirondack Health Institute

### **Reality Check Specialist, Advancing Tobacco-Free Communities**

*Program Outreach, Community Organizing, and/or Program Development Experience Wanted!*

Adirondack Health Institute (AHI) is an independent, non-profit organization that is leading the way in rural health care transformation across a nine-county region of the North Country. AHI supports hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform healthcare and improve population health.

AHI is seeking dedicated, motivated, and highly passionate individuals who share our drive and commitment to making a difference by improving the health of our community. We are seeking a **Reality Check Specialist** to support the Advancing Tobacco-Free Communities grant, located in our Glens Falls, NY office.

The Advancing Tobacco-Free Communities grant, awarded by the New York State Department of Health Bureau of Tobacco Control, is to support the reduction and prevention of tobacco use in Warren, Washington, and Saratoga counties. Advancing Tobacco-Free Communities (ATFC) will engage and educate community leaders and members, leverage resources, and mobilize organizations to advance local tobacco control efforts. Initiatives will include administration of *Reality Check*, a program that engages youth in action-oriented activities to mitigate, reduce, and eliminate the tobacco industry's deceptive marketing practices.

The **Reality Check Specialist** will be responsible for establishing, maintaining, and administering a youth-centric program to support the prevention and reduction of tobacco use through strategic community engagement efforts rooted in mobilizing youth aged 13-18 years, consistent with the NYS Department of Health (NYS DOH) Bureau of Tobacco Control goals. This individual must be able to independently and effectively implement youth engagement strategies while simultaneously working strategically and collaboratively with the ATFC Community Engagement Specialist to advance local and statewide tobacco control action.

Responsibilities of the Reality Check Specialist also include:

#### *Program Planning and Development*

- Maintaining professional level of knowledge and understanding of youth-focused tobacco-related issues and of tobacco control interventions as well as the NYS prevention agenda;
- Contributing to team development of work plan strategies and activities;
- Working collaboratively with other AHI programs and colleagues to leverage resources;
- Attending required Bureau of Tobacco Control trainings and applying skills to program planning;
- Participating in regional and statewide planning meetings and conference calls;
- Assisting in the development of community education/awareness materials and campaigns targeting youth aged 13-18.

#### *Program Operations and Implementation*

- Actively engaging, recruiting, and supporting youth and youth-focused groups in each county to conduct community education, mobilization, and advocacy activities in support of tobacco-related policy change through regularly convened meetings;

- Providing continuous training, guidance, and support of *Reality Check* youth to build their capacity to advance tobacco control policies and initiatives;
- Obtaining and maintaining required signed parental permission forms for youth participation, travel and photo release for earned media and other publicity;
- Supporting and enabling youth aged 13-18 to participate in regional, statewide, and national tobacco control events;
- With input from *Reality Check* youth, collaborating with the ATFC Community Engagement Specialist in the development of community education/awareness materials and campaigns and management of social media platforms;
- Building and maintaining relationships with community leaders and state and local elected officials, including *Reality Check* youth in these interactions whenever feasible;
- Seeking out networking opportunities and maintaining communication and collaboration with community partner organizations;
- Monitoring program expenses;
- Ensuring records of all program activities are documented in accordance with program procedures and are available to support ongoing program monitoring; and
- Other duties as assigned.

#### *Reporting*

- Preparing regular reports on the progress and outcomes of community mobilization efforts;
- Completing portions of the monthly progress reports submitted to NYS DOH regarding *Reality Check* activities.

**Education & Experience:** Ideal candidates will have a Bachelors’ Degree in health and human services, community health, or other related field with at least three years’ experience in program outreach, community organizing, and/or program development and implementation; or equivalent combination of education and experience. Candidates must have knowledge of youth development principles and the ability to motivate and empower youth aged 13-18 to become leaders and advocates. Experience in personal interaction to support youth development and/or working directly and collaboratively with youth is required. Candidates must have knowledge of community health, public health, and the regional health care delivery system.

**Other Skills:** Candidates must have the ability to develop and maintain productive relationships with relevant youth-focused community stakeholders and organizations. Knowledge and skill in interpreting and communicating data, public health policy, and media advocacy is required. Candidates must have excellent verbal and written communication skills as well as public speaking experience. The ability to work independently and handle multiple tasks with minimal supervision is a must. Strong computer skills are required, including Microsoft Outlook, Word, and PowerPoint.

**Other Requirements:** Must have a valid New York State driver’s license and vehicle or provide evidence of mobility within assigned community. The ability to attend required meetings and trainings as directed by NYS DOH is required. Local travel and overnight stays to maximize travel opportunities may be required. Position may require occasional lifting of materials/equipment weighing approximately 25 pounds.

**Position Schedule:** Full-Time; Monday through Friday; Candidates must have the ability to work flexible hours which may include evenings and/or weekends, as appropriate to implement community education events.

**Notes:** This is a grant-funded position. The anticipated contract period for the program will be July 1, 2019 – June 30, 2024.

At AHI, we are leading the way in rural healthcare transformation. By partnering with regional health care providers and community-based organizations, we strive to improve care, lower costs, and realize a

healthier future for the Adirondack region.

If you are enthusiastic, energetic, and ready to “roll up your sleeves,” this is your new opportunity!

AHI provides a friendly and challenging work environment and a comprehensive benefits package. To apply, please visit <https://ahihealth.org/who-we-are/careers/> and complete an online application.

*AHI is an Affirmative Action EEO employer and provides opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. AHI will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.*