



Job Title:	Tobacco Cessation Coordinator
Reports To:	Director of Clinical Operations
Department:	Clinical Operations
FLSA Status:	Non-Exempt
Travel:	50 %
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) 4/10 hour days. Weekends, after hours, overtime or flexible scheduling may be required depending on project needs.

Job Summary

Responsible for the development, implementation and oversight of all Bay Clinic tobacco treatment and prevention services throughout the agency. This includes oversight and development of all educational documents and reports related to treatment services, program or funder reporting requirements, and agency initiatives. The TCC will also handle individual and group tobacco case consultations and management as a specialist in tobacco treatment; provide community outreach, education and prevention as they relate to tobacco use. Within the Patient Centered Medical Home model (PCMH), the TCC collaborates with staff members and patients to provide integrated, comprehensive, and patient centered care to help patients with chronic diseases reach their health goals through tobacco treatment.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Plans, organizes, coordinates, administers and carries out specialized tobacco treatment programs. Provides comprehensive counseling services including coordination of tobacco treatment cases in areas of counseling, education, provision of patches, gum, medication (as clinically indicated by a provider), etc.
- Coordinates and integrates tobacco cessation programming into all Bay Clinic programs and services (clinical, HIV, homeless, behavioral health, etc).
- Collaborates with staff members to identify patients via referral from a target PCMH population who are tobacco users and who would benefit the most from tobacco treatment.

- Collaborates with staff members to create and execute tailored health care plans.
- Participates in the development and implementation of tobacco treatment interventions to identify and engage Bay Clinic tobacco users who are not referred for treatment but are ready to quit.
- Provides tobacco treatment for patients of the primary care clinic and the target PCMH population in collaboration with other clinic staff.
- Actively follows up and makes revisions to health care plans.
- Documents all client visits in progress notes in a timely fashion. Maintains proper charting, billing for reimbursable services, and professional and ethical standards of providers.
- Submits billing information in a timely fashion as applicable if and/when tobacco cessation providers become covered by 3rd party payers.
- Participates in the development and implementation of specialized recovery support services, such as Education and Treatment groups.
- Creates and upkeep database of all patients and summary of events.
- Collaborate with other tobacco treatment and related programs to provide updated and comprehensive services.
- Provides in-service training and technical assistance to other areas of the Bay Clinic providers and partners.
- Executes and reports on grant activities.
- Completes and formulates grant reports as required by funders or agency initiatives, including completion of narrative data and records.
- Provides case consultation and case management in tobacco treatment related cases and concerns.
- Coordinates and represents or provides technical assistance to other Bay Clinic tobacco services as needed.
- Represents Bay Clinic at various functions and meetings related to tobacco initiatives.
- Prepares educational material on preventive services, public information, etc. on tobacco cessation.
- Provides individual triage and referrals to Clinical or Behavioral Health Services specialist as needed.
- Participates in quality initiatives.

Qualifications

- Communication, Oral English - Ability to communicate effectively in English.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Tenacious - Ability to hold steadfast and complete a goal.
- Innovative - Ability to look beyond the standard solutions.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.

- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Project Management - Ability to organize and direct a project to completion.

Skills & Abilities

- Education:** Associate's Degree (two year college or technical school): Required
- Experience:** 1 plus years of experience
- Computer Skills:** Must be proficient in Microsoft Office Software and be familiar with Nextgen Electronic Medical Records
- Certifications/Licenses:** Certification as a Tobacco Treatment Specialist by one or more nationally recognized institutions required. Completion of training and progress towards certification is acceptable as long as certification will occur within 12-18 months of hire. Certification must be up to date, according to the standards by the certifying institution.
- Other Requirements:** Graduate from an accredited college or university. Experience in the health care industry or non-profit preferred.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	F
Squat or Kneel	N	13-25 lbs	O
Bend	O	26-40 lbs	N
		41-100 lbs	N