



Tobacco/Vaping Reduction Coordinator Employment Opportunity

Yorkton Tribal Council Health is seeking a motivated, experienced and energetic individual for our organization to fill the role of Tobacco Reduction Coordinator

Full Time -Term Position

Responsibilities:

- The Coordinator oversees all aspects of programming, including development, implementation, and evaluation of the program to ensure that all services work to reduce the use of tobacco/vaping in the YTC First Nations.
- Educate all youth in YTC First Nation schools about tobacco, vaping and cannabis
- Promote education and awareness of nicotine and risks of vaping
- promote and raise awareness of traditional tobacco.
- facilitate meetings with YTC First Nations and gather input for tobacco/vaping reduction.
- Oversees the development and implementation of Student & Community-Level commercial tobacco usage surveys at community and school-based events.
- Develop tracking tools to capture and maintain program statistics (e.g., community visits, number of participants etc.).
- Develop and deliver tobacco/vaping related presentations to community members, school aged children, and youth.
- Facilitate tobacco/vaping related trainings, including cessation and electronic cigarettes to front-line health workers and school staff.
- Attend community events (i.e. health fairs, Pow-Wows, Treaty days etc.) with program booth display and offer educational resources and information.
- Oversee coordination and evaluation of educational events (e.g. Annual Conference and Annual Youth Gathering).
- Develop and design educational materials and presentations.
- Liaise with local, community-based, and regional programs, agencies, and organizations to strengthen communications, programming and to build new partnerships.
- Oversee the program's communications strategy, which includes dissemination of program and tobacco/vaping related news and education through the program's social media platform via Facebook.
- Develop and maintain the annual work plan and program budget and review on a quarterly basis.
- Complete monthly, quarterly and annual activity reports as required.
- Keep current on new initiatives, research in the related area of tobacco/vaping, and ensure all ages, community members, staff, etc., are aware.
- Maintain and ensure confidentiality at all times.
- Working collaboratively with YTC Health staff to ensure excellence in programming and delivery
- Participate in internal/external meetings as required.



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Qualifications:

- Post-secondary education in a related field or a minimum of 2 years' experience working in the field of community health and/or social service
- Combination of education and experience as determined
- Experience in facilitating and presenting to large groups.
- Understanding and respectful of the diverse cultural and/or religious beliefs of each First Nation community.
- Demonstrate professionalism in all working environments, including social media, and maintain confidentiality at all times.
- Capable to work independently and as part of a team.
- Excellent communication (verbal/written) skills.
- Ability to work effectively with the First Nation community.
- Self-directed, motivated and flexible with the ability to work independently and as part of a team.
- Cultural sensitivity and knowledge of YTC communities/cultures and traditions.
- Excellent understanding and application of a computer/laptop including usage of MS Office programs.
- Demonstrated capability to maintain professional relations and managerial skills.
- Must be willing to travel.
- Must be able to work flexible hours
- Current and valid Driver's License
- Own a reliable vehicle.

Please quote **Competition Number: 20-21-16**

Salary: To Commensurate with qualifications and experience

Combination of education, relevant training and work experience will be considered.

Preference will be given to those of Aboriginal ancestry under exemption E-96 of the Human Rights Code.

APPLICATIONS MUST BE RECEIVED BY: Tuesday September 08, 2020 at 4:00 pm

****Only those candidates shortlisted for an interview will be contacted. Shortlist candidates must be willing to provide a current original copy of the Canadian Criminal Records Check at the time of the interview and three (3) written reference letters. ****

Please submit resume applications and cover letters to:

Yorkton Tribal Council, 102-506 Broadway Street West Yorkton, Saskatchewan, S3N 0P3 FAX:
306.786.6264

Attention: Human Resources – Ajay Tadi; Email: Ajay.Tadi@ytai.org