



**Position Title: Project Coordinator**  
**Grant Program: Health Systems for a Tobacco Free North Country**

The goal of the Health Systems for a Tobacco Free North Country is to increase the number of health systems that establish and monitor implementation of evidence-based tobacco dependence treatment policies.

**Minimum Qualifications:**

Bachelor's degree (Master's preferred) plus three years of experience in a nonprofit organization, medical or behavioral health care organization. Must have a valid driver's license and be willing to travel throughout the service area. Professional behavior.

**Responsibilities:**

1. Develop and maintain working relationships with targeted healthcare and behavioral health system administrators in target counties
2. Research quality measures and reimbursement requirements that leverage integrated tobacco treatment in daily practice
3. Secure memorandum of understanding with administrators to work towards a tobacco treatment policy, standard of care and/or quality initiative
4. Identify pathways, steps and benchmarks, to achieve policy, standard of care, and/or quality initiative
5. Carry out identified Heart Network responsibilities identified in each MOU. These may include:
  - a. Training: Presentations that advance administrator/provider knowledge of evidence-based tobacco dependence treatment found in the Clinical Practice Guideline, Treating Tobacco Use and Dependence, 2008 Update
  - b. Technical assistance on how to improve office systems & electronic health records to prompt the documentation and provision of evidence-based tobacco dependence treatment
  - c. Provide incentives which may include patient education materials, NYS Smokers' Quitline materials and nicotine replacement therapy
6. Record progress of each health system and provide periodic updates to administrators.
7. Identify existing advisory boards or organizations that have influence over targeted health systems
8. Mobilize advisory boards/organizations to formally support evidence-based treatment of tobacco throughout health system(s) via position statement or other means of communication
9. Partner with advisory board/organization and facilitate the sharing of the position statement internally, within the health system and publicly as appropriate
10. Nurture relationships with local media representatives to pitch a story and disseminate information regarding tobacco control initiatives and progress
11. Participate in weekly grant staff meetings
12. Participate in agency planning and program development meetings related to this grant
13. Report directly to the Executive Director
14. All other duties as assigned
15. Maintain ethical, professional conduct at all times

If interested, please submit letter and resume to [jobs@heartnetwork.org](mailto:jobs@heartnetwork.org).