



Tobacco Program Intern- SEASONAL

DEFINITION: Under general supervision from the Health and Human Services Supervisor and Tobacco Youth Prevention Specialist, the Tobacco Program Intern plans and implements a wide range of educational services and outreach activities, including coordination and oversight of youth mentoring, and assisting in the provision of tobacco/nicotine cessation services to community members.

ESSENTIAL JOB DUTIES: Assists the Inyo County Department of Health and Human Services Tobacco Program team in development of new advocacy strategies. Effectively leads group discussions and activities with the Inyo County Youth Coalitions and collaborates with Mono County Youth Coalition to advance the work of the California Department of Public Health Tobacco Control Program. Conducts presentations to community groups and the general public at a variety of venues throughout the county including but not limited to schools, libraries, Inyo County Board of Supervisors and other agencies. Demonstrates creativity and effectiveness in promoting tobacco/nicotine prevention messages in the media and within collaborative teams; crafting messages to engage diverse populations from school youth coalitions to tribal agencies and local businesses owners. Model a positive influence over the tobacco and nicotine culture of Inyo County.

Tobacco and Substance Use: Synthesize information to design effective presentations; lead group discussions and interactions regarding the prevention of and intervention with addiction issues; including tobacco, all nicotine derivatives and marijuana products; promote healthy activities as an alternative to substance use including outdoor activities; conduct presentations to community groups and the general public; and assist with developing and promoting tobacco education and policy initiatives.

Mentoring: Recruit and train Youth Coalition members in the community and/or schools; outreach to youth to identify areas of interest and need, and to maintain on-going supportive relationships; provide on-going support to mentors and their mentees as needed; work with partnering agencies including, but not limited to schools, Behavioral Health, and Probation to provide prevention and cessation activities for at-risk youth; and provide other mentoring-related activities as identified and assigned.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with six months of related prior education, outreach, and/or public contact experience. High School students who are currently enrolled in school and who possess a valid work permit may be considered.

Knowledge of: Tobacco and nicotine product use prevention strategies; rapport-building techniques; effective youth engagement skills; appropriate support techniques for working with at-risk youth; effective problem-solving and group facilitation skills; appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; Internet familiarity; use of media as a communication tool.

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Ability to: Communicate effectively, both orally and in writing; be comfortable dealing with difficult topics under a variety of circumstances, and with a wide range of community members; deliver information to a variety of audiences in a wide range of settings including but not limited to county offices, schools, libraries, community centers; work as part of a prevention team, including adult and youth volunteers; speak to both large and small groups; interact with at-risk youth; continually seek knowledge of new prevention topics and strategies, integrating this knowledge into classes, presentations, and systems; read and synthesize information; effectively take direction from the Prevention Specialist and Program Manager; exercise appropriate independent judgment; use supervision appropriately; keep accurate, clear, and timely records, reports, and evaluations; work flexible hours including evening and weekends as program needs require. Consistent attendance is an essential function of the position. Must have ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

SPECIAL REQUIREMENTS: May be required to work flexible hours including evenings and weekends on some occasions; must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Consistent attendance is an essential function of the position.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.