



COMMUNITY ACTION OF NAPA VALLEY

encouraging self-sufficiency

Job Announcement

JOB TITLE: Facilitator
HOURS: On call, variable
SALARY: \$18.00 per hour

SUMMARY: The Facilitator is responsible for implementing the quit smoking classes and/or educational sessions operated by the Quit Smoking Program, a program of Community Action of Napa Valley. Training will be provided.

REQUIREMENTS AND QUALIFICATIONS:

- A bachelor's degree in behavioral science or related field and two years of related experience preferred. Direct experience can be substituted for college credit.
- Knowledge of quit smoking techniques.
- Knowledge of leadership attributes.
- Knowledge and ability to implement the American Lung Association's Freedom From Smoking curriculum.
- Ability to lead a team and perform effectively as a team member.
- Ability to develop oral and written presentations
- Ability to make group presentations
- Ability to communicate effectively, both orally and in writing.
- Ability to interact courteously and tactfully with people of diverse backgrounds and experience.
- Ability to work with minimum supervision.
- Ability to lift 10 to 20 lbs.

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

HOW TO APPLY:

Visit our website at canv.org to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: canv@can-v.org or Fax to: (707) 253-6156. Open until filled.

CANV IS AN EQUAL OPPORTUNITY EMPLOYER

Facilitator

The Facilitator is responsible for implementing the quit smoking classes and/or educational sessions operated by the Quit Smoking Program, a program of Community Action of Napa Valley. Training will be provided.

JOB TITLE: Facilitator

DEPARTMENT: Tobacco Education

JOB SITE: Various locations

REPORTS TO: Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate logistics for quit smoking classes and/or educational sessions.
2. Implement training instruction and workshop activities according to the American Lung Association's Freedom From Smoking curriculum.
3. Coordinate, prepare and maintain program materials.
4. Counsel individuals before, during and after sessions to support them in their efforts to quit smoking.
5. Maintain accurate records of class participants and follow-up activities for the classes.
6. Attend meetings, trainings and conferences as assigned.
7. Assist in community outreach projects, including presentations in health fairs and other community events.
8. Comply with established CANV policies and procedures.
9. Perform other related duties as assigned.

ABILITY TO:

- Work as a team member
- Work with minimum supervision
- Develop oral and written presentations
- Make group presentations
- Ability to lead a team and perform effectively as a team member.
- Communicate effectively, both orally and in writing
- Interact courteously and tactfully with people of diverse backgrounds and interests
- Ability to lift 10 to 20 lbs.

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Worksites include: Queen of the Valley Hospital, Ole Health and other classrooms located throughout Napa County.

- Noise level is moderate.
- Office is located on street level.

ADDITIONAL INFORMATION:

- Must possess a valid California Driver License.
- Must maintain vehicle liability insurance.
- Must maintain a good driving record.
- Must have access to a vehicle during work hours.