

CONTRACTOR TITLE: Tobacco Enforcement Inspector

DIVISION: Health Promotion & Education

A. SUMMARY:

Work as an independent contractor to meet grant deliverables for the American Lung Association funded by the Pennsylvania Department of Health, Southcentral Tobacco Control. Conduct retailer compliance checks in accordance with Act 112 and Synar regulations established by the Association and the Pennsylvania Department of Health.

B. ALA CONTACT:

Specialist, Health Promotions

C. PRINCIPAL ACCOUNTABILITIES:

- Complete all checks in assigned counties before the end of the fiscal year (June 30, 2023).
- Communicate with the Specialist the anticipated timeline in which all checks will be completed.
- Attend all trainings necessary for Tobacco Enforcement Inspectors and Underage Purchasers, including annual trainings for the Synar Survey.
- Recruit, train, and supervise new underage participants for tobacco purchase attempts and determine how many underage individuals are necessary to reach completion of all checks.
- Complete and submit all paperwork required for inspector and underage purchaser beginning each fiscal year, and when new underage purchasers are recruited.
- Coordinate routes and times to conduct inspections with underage purchasers throughout assigned counties.
- Report inspections monthly via online reporting tool and submit Private Criminal Complaint forms to local district magistrates where sales were made to underage buyers.
- Respond to and attend all summary trial dates.
- Ensure that all inspections that become priority per the Pennsylvania Department of Health be completed within 30 days of request.
- Monitor and track completed and remaining inspections from assigned list of tobacco retailers for each county.
- Provide monthly updates to Specialist.
- Record hours, mileage, and expenses. Submit provided invoice sheet monthly no later than the 5th of the month for the previous month.
- Submit expense invoice for the underage purchaser no later than the 5th of the month for the previous month.

D. MEASURES OF ACCOUNTABILITY:

- Meets deliverables specified in subcontract.
- Meets program training requirements.
- Provides Specialist with required reports on time.
- Quantity of work that is timely, high quality, and accurate.
- Effectiveness of relationships with underage purchasers, staff, and the public.
- Adherence to policies and procedures of the Association.

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E. QUALIFICATIONS:

- Bachelor’s degree in Criminal Justice or related field, or equivalent combination of education and work experience.
- Must be a self-starter with excellent communication skills, both written and oral.
- Ability to lift 25 lbs (supplies).
- Able to work independently and exercise judgment as needed to fulfill contract deliverables.
- Proven ability to cultivate and steward relationships across a diverse population.
- Flexibility to work irregular hours, including evenings and weekends.
- Must have a valid Driver’s license and own reliable transportation; extensive travel is required to complete store checks.
- Consistent with its mission, the American Lung Association maintains a smoke-free workplace, all independent contractors must abstain from use tobacco in any form. Also, all contractors are required to be fully vaccinated against the COVID-19 virus, unless approved for medical or religious exemption.

Please email your cover letter and resume to: Derek.Leshak@Lung.org. Please include the exact title in the subject line of the email and include the counties you are interested in serving in your cover letter (Perry, Cumberland, Dauphin, Lebanon, Blair, Huntingdon, Bedford, Fulton, Franklin, Adams, York, Mifflin, Juniata).