**Overview**

Under the direction of Senior Management and with guidance from the Ottawa Model for Smoking Cessation team, the Smoking Cessation Coordinator will implement and deliver “The Ottawa Model for Smoking Cessation.”

**Responsibilities**

* Implement activities outlined in the Ottawa Model for Smoking Cessation Implementation Workplan
* Be familiar with the implementation plan, program components, and partnership agreement
* Develop and maintain regular phone calls, face-to-face meetings, and working relationships with all key players of affiliated institutions to facilitate a smooth program implementation
* Coordinate Smoking Cessation Task Force meetings on a monthly basis (set agenda, invite participants, assign tasks)
* Collaborate with multi-disciplinary team to facilitate program launch, maintenance, and continued sustainability and share program results
* Develop training schedule and implement annually and on demand for new staff
* Coordinate implementation of smoking cessation forms, policies, and guidelines in respective clinical areas, and maintain all program records
* Conduct program evaluations and performance reviews (i.e., internal audits)
* Provide regular reports to the University of Ottawa Heart Institute and to Senior Management on the progress of the implementation and on program performance.
* Troubleshoot and problem solve issues arising during program implementation and maintenance
* Collaborate, as necessary, with community agencies (Quit Lines, Public Health Units, Tobacco Control Area Network) to facilitate program development and integration of programs
* Provide program progress and evaluation reports on a quarterly basis for Task Force and Senior Management
* Act as a smoking cessation resource and main contact person within organization (must remain current)
* Ensure program sustainability with innovative and creative measures

**Basic Requirements**

* Bachelor of Science Degree in Health Management or a health-related discipline
* 3 to 5 years related healthcare experience
* Strong knowledge of related clinical area and care processes
* Previous experience in program implementation and coordination
* High level of Microsoft software knowledge (Word, PowerPoint, Excel)
* Demonstrated ability to function and participate as a central member of a multi-disciplinary team

**Assets**

* Ability to work under pressure on several projects concurrently and continuously meet deadlines
* Highly organized, self-directed, meticulous, and innovative to ensure the smooth running of the project and program sustainability
* Ability to work autonomously, or in collaboration with the multi-disciplinary team, and to seek guidance as appropriate
* Excellent interpersonal and communication skills
* Excellent organizational and time management skills
* Previous experience/training in tobacco dependence treatment
* Demonstrated presentation skills