



Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: TOBACCO ENFORCEMENT OFFICER	POSITION NUMBER:
SERVICE AREA: Healthy Living Service	PROGRAM AREA: Chronic Disease Prevention -Tobacco
REPORTS TO: Tobacco Program Supervisor	REVIEW DATE: May 10, 2006
PURPOSE OF POSITION: To fulfill the protection component of the Ministry of Health Promotion's Smoke-Free Ontario [SFO] Strategy through implementation and enforcement of the provincial Act and municipal tobacco control legislation within assigned areas of the Simcoe Muskoka District Health Unit jurisdiction. Additional responsibilities include providing information, education, training and other health promotion activities to support smoke-free communities. As an integral member of a multi-disciplinary team, the Tobacco Enforcement Officer performs their work based on principles of health promotion and disease prevention. Services provided by this position are defined in the Ministry of Health and Long-Term Care Mandatory Health Programs and Services Guidelines and provincial regulations and protocols related to the Smoke-Free Ontario Act.	
POSITION SKILLS & COMPETENCIES REQUIRED: Education: College Diploma in Law Enforcement (Two Year program), or a Health-related Program, from a recognized College. Related experience: 3-5 year's relevant experience in law enforcement. Specific knowledge, skills, abilities: <ul style="list-style-type: none"> • Advanced knowledge of legislation and standards related to federal and provincial tobacco control and municipal smoke-free bylaws and the Provincial Offences Act • Intermediate knowledge of principles and practices of law enforcement • Intermediate investigative and observational skills, analytical, decision making and conflict resolution skills • Intermediate experience in courtroom procedures and knowledge of judicial process • Intermediate oral and written communication skills; intermediate negotiation and collaboration skills • Intermediate work and time management skills, flexibility and priority setting skills • Intermediate skills in Microsoft Office Word, Excel, Outlook; database searching • Basic understanding of health protection, promotion and disease prevention principles and strategies, including prevention and cessation aspects of the SFO Strategy • Basic understanding and experience conducting educational/training sessions • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district • Able to work independently within established parameters and to function effectively as a member of a team with colleagues and community partners 	
KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):	
Implement and enforce provincial Tobacco Control Act (TCA) (Smoke Free Ontario Act as of May 2006) and municipal no-smoking bylaws Ave. % of time: 80% <ul style="list-style-type: none"> • Provides educational resources to tobacco vendors, public places and workplace proprietors; interprets legislative requirements to vendors and business owners/managers • Provides resources to the community on the hazards associated with tobacco use • Provides referrals and collaborates with Federal Tobacco Enforcement officers as required • Assists in the accurate maintenance of updated premises lists and prioritizes and schedules enforcement activities • Conducts inspections and compliance testing of tobacco vendors utilizing youth test shoppers • Conducts inspections of public places and workplaces to assess compliance with legislative requirements 	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:

- Issues and serves Part I and Part III charges under the Provincial Offences Act and issuance of verbal and written warnings
- Maintains chain of evidence for court cases
- Prepares documentation and legal briefs for court proceedings
- Meets with and consults with health unit legal counsel as required to prepare for and appear in court
- Attends provincial and youth court to testify as a key or supporting witness in prosecutions
- Works with legal counsel at pre-trial to negotiate settlement of court cases
- Initiates prohibition order process to the Ministry of Health Promotion for repeat offenders re sales to minors
- Coaches youth test shoppers on court procedures, expectations of being called as a witness
- Ensures complete and accurate record keeping;
- Serves as a resource person to municipal staff regarding local smoke-free bylaws and provincial legislation
- Establishes cooperative relationships with municipal and provincial law enforcement personnel
- Provides consultation to HPS staff re ticket and court processes

Participates in Recruitment , train and supervise test shoppers **Ave. % of time: 15%**

- Provides training, leadership to and ensures the safety of test shoppers, youth between the ages of 15 and 17, during compliance checks of tobacco vendors

Respond to Requests For Service **Ave. % of time: 5%**

- Responds in a timely manner to requests from the public for education or complaints re non-compliance with SFO or bylaws

Contribute to team and agency effectiveness **Ongoing**

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

Management has the right to change position requirements from time to time as Agency conditions dictate.

CONTACTS & COMMUNICATION:

Internal: Service director, Manager of Tobacco Program,, Supervisor of Tobacco Program, test shoppers, Health Protection Service PHIs, administrative staff

External: Public, Municipal enforcement and administrative staff, elected officials, business community; legal counsel, Health Canada enforcement officers, Liquor Control Board Licensing staff

RESPONSIBILITY FOR RESOURCES:

Staff: Participates in recruitment,; trains, coaches and oversees the work of test shoppers, youth between 15 and 17 years of age.

Financial: Responsible for cash float of \$150 for test shopping; initiates contact for legal representation for court cases; tracking leased car expenses.

Information: Maintain accurate and confidential field notes from inspections; completes premise information forms, inspection forms; prepares, receives and manages court documents; prepares and provides educational sessions to community/businesses.

RESPONSIBILITY FOR RESOURCES Continued:
Materials & Equipment: Cares, maintains & distributes large quantities of educational materials in the community to retailers, public places and workplaces for educational purposes. Maintains chain of evidence for court cases; use digital camera, cell phone, computer when performing job function; leased vehicles.
EFFORT REQUIRED:
Mental: <ul style="list-style-type: none">• Considerable attention to detail/audio concentration for inspections (listening), meetings, telephone• Considerable attention to detail/visual concentration for observations, surveillance outside retail establishments, evidence gathering, use of computer, completing electronic & manual reports• Moderate deadlines related to issuing charges, filing court documents on time• Moderate analysis required daily re decisions around compliance charges application of legislation.• Changing priorities related to revised program protocols from MOHLTC/MHP.• Moderate exposure to conflict related to hostile, abusive, aggressive persons which requires negotiation, mediation for resolution.
Physical: <ul style="list-style-type: none">• Moderate lifting and carrying stock of educational packages/educational binders; light weight (up to 20 pounds)• Moderate sitting while in vehicle, at meetings• Limited manual dexterity for keyboarding & digital camera
WORKING CONDITIONS SPECIFIC TO POSITION:
<ul style="list-style-type: none">• Most of the work is performed outside of the office i.e. inspections, surveillance, test shopping, courtroom, with considerable travel within a large geographic area.• Considerable exposure to adverse conditions i.e. heat, cold, contaminated air, verbal abuse• Considerable potential health & safety hazards i.e. exposed to physical & chemical hazards when inspecting in factories, exposed to second-hand smoke, drunk & violent persons• Considerable work in isolation - independent work most of the time• Moderate overtime required - Test shopping and inspections involves regularly scheduled additional evening & weekend shifts• Constant travel is required to various inspection sites in large geographic area

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Healthy Living Service

MOH/CEO SIGNATURE: Original document signed by Dr. C. Gardner, MOH

DATE: _____

POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.

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