

Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> YOUTH TEST SHOPPER	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Healthy Living	<b>PROGRAM AREA:</b> Chronic Disease Prevention - Tobacco
<b>REPORTS TO:</b> Tobacco Program Supervisor	<b>REVIEW DATE:</b> March 26, 2007
<b>PURPOSE OF POSITION:</b> The provincial Smoke-Free Ontario Act (SFOA) prohibits the sale or supply of tobacco products to a person who is less than 19 years old. The Health Unit employs youth, aged 15 to 17, to engage in tobacco vendor compliance checks. This activity is mandated by the Ministry of Health Promotion. Youth test shoppers visit retail premises with Tobacco Enforcement Officers to test retailer compliance with the SFOA.	
<b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b> <i>Education:</i> Secondary School Education at the Grade 10, 11 or 12 level (youth aged 15-17) <i>Related Experience:</i> N/A <i>Specific knowledge, skills, abilities:</i> <ul style="list-style-type: none"> <li>- Basic understanding of tobacco use issues and youth.</li> <li>- Basic understanding of the Smoke-Free Ontario Act (will be given orientation/training on the job)</li> <li>- Intermediate verbal and written communication skills, including ability to record/document experience vendor compliance checks.</li> <li>- Basic computer software skills in Microsoft Word</li> <li>- Ability to work independently</li> </ul>	
<b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b> <b>Attempt to purchase cigarettes from tobacco vendors</b> <ul style="list-style-type: none"> <li>➤ enters tobacco vendor premise, attempts to purchase tobacco products without proof of age.</li> <li>➤ communicates effectively with store clerks while observing and gathering precise information suitable for evidence in court.</li> </ul> <b>Observe, remember, record transaction</b> <ul style="list-style-type: none"> <li>➤ documents sales transaction in accurate written notes for use in court</li> </ul> <b>Testify in court</b> <ul style="list-style-type: none"> <li>➤ Test shoppers are required to testify in court during prosecutions; provides acceptable testimony in court.</li> </ul> <b>Contribute to Team and Agency Effectiveness</b> Works collaboratively as a member of the Health Unit team. <ul style="list-style-type: none"> <li>➤ assists Service &amp; Program Areas in carrying out their program mandates; contributes to positive team functioning.</li> <li>➤ demonstrates commitment to Agency mission statement, vision, values and strategic directions, by functioning in a way that is consistent with these statements. Complies with Agency policies and utilizes Health Unit resources in an efficient and accountable manner.</li> <li>➤ Respects and ensures confidentiality in all work performed on behalf of the Agency.</li> <li>➤ Demonstrates a strong customer service focus in dealing with both internal and external customers of the Health Unit</li> <li>➤ Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency response or natural disaster.</li> </ul>	
<i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i>	

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION**  
**POSITION TITLE - TEST SHOPPER**

<b>CONTACTS &amp; COMMUNICATION:</b>
<i>Internal:</i> Tobacco Enforcement Officer <i>External:</i> Tobacco vendors (store clerks), Court (legal staff, court officials, agency lawyer)
<b>RESPONSIBILITY FOR RESOURCES:</b>
<i>Staff:</i> N/A <i>Financial:</i> Test shopper is provided with cash (\$10-20 at a time) to purchase cigarettes. <i>Information:</i> Collect, record and provide information related to interaction in business which is used as evidence in court. <i>Materials &amp; Equipment:</i> N/A
<b>EFFORT REQUIRED:</b>
<i>Mental:</i> Attention to Detail/Audio & Visual Concentration for gathering evidence during test shopping (moderate). Deadlines related to court appearances to give testimony. Average volume of work, i.e. test 15-20 premises per shift. Needs to be alert to potentially threatening situations (considerable). Appears as a witness in court subject to cross-examination.  <i>Physical:</i> Rides in patrol vehicle during shift.
<b>WORKING CONDITIONS SPECIFIC TO POSITION:</b>
Test shopping is performed typically between 4 p.m. and 10 p.m. and on weekends, per prearranged work schedule (may average 1-2 hours/week over the year). May be subject to conflict when test shopping. Travel in patrol vehicle with Tobacco Enforcement Officer.

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

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**DIRECTOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **MOH:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**POSITION HISTORY: PD developed March 2007 for contract position. Not part of job evaluation process.**