



City of Cambridge

29.

IN CITY COUNCIL

March 3, 1997

VICE MAYOR BORN
COUNCILLOR DAVIS
COUNCILLOR DUEHAY
COUNCILLOR GALLUCCIO
COUNCILLOR REEVES
MAYOR RUSSELL
COUNCILLOR SULLIVAN
COUNCILLOR TOOMEY
COUNCILLOR TRIANTAFILLOU

ORDERED: That the City Manager be and hereby is requested to arrange a meeting with members of the MDC planning staff and the City Council to discuss maintenance issues of MDC properties and the status of the long range planning process.

In City Council March 3, 1997

Adopted by the affirmative vote of eight members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury
City Clerk

#4

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Ordered that the CM ~~request~~
arrange a meeting with members
of the HOC planning staff +
City Council to discuss maintenance
issues of HOC properties + the
status of the longrange planning
process

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OFFICE OF CITY CLERK
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CAMBRIDGE MA.

**NOTICE OF POSTING
IN-HOUSE**

Recruitment of external applicants is underway concurrent with this posting. Applications are available at City Hall Room 309. Send résumé via mail or FAX (617-349-4312). Cambridge residents are especially encouraged to apply.

POSTING DATE: 02/25/97
CLOSING DATE: 03/12/97

**DEPARTMENT AND
POSITION:**

DHSP/Planning & Development: Tobacco Educator
Human Services #X040-702

CIVIL SERVICE: non civil service position

HOURS PER WEEK: 18 hours per week, grant funded, Temporary, through 9/97.
Some evening and weekend work may be required.

SUPERVISION RECEIVED: Supervision by Cambridge Tobacco Education Program coordinator.

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Tobacco Educator, reflecting the ethnic and linguistic diversity of the population she/he will target, will help provide smoking prevention and education programs for adult populations at risk. Targeted populations include Latinos, Portuguese speakers, Haitians, African Americans, women, and low-income residents of Cambridge. Duties include but are not limited to the following:

- * plan and participate in outreach and community organizing activities;
- * develop educational strategies using current materials;
- * develop new materials or translate materials as needed;
- * work with health care and human service professionals so that tobacco information is integrated into their services;
- * assist with needs assessment, program evaluation and office tasks as needed; and
- * network with other outreach workers within the city.

PERIPHERAL DUTIES: Write monthly outreach reports to supervisor.

DESIRED MINIMUM QUALIFICATIONS

Necessary Knowledge, Skills and Abilities: Bilingual required (Haitian Kreyol, Portuguese, or Spanish preferred). Strong communication skills in writing, speaking, and computer literacy (word processing). Knowledge of Cambridge area required.

Experience and/or Education: Community based experience with community outreach or group training on health issues.

SPECIAL REQUIREMENTS: Must be a nonsmoker. Car helpful for transporting materials.

PHYSICAL DEMANDS: Some carrying of materials required.

WORK ENVIRONMENT: Mixed office and community work.

PAY: \$10.00 per hour, non-benefited position.

APPLICATION PROCEDURE: ALL INTERESTED EMPLOYEES MUST FILE A JOB BIDDING FORM IN THE CITY OF CAMBRIDGE PERSONNEL OFFICE, ROOM 309, ON OR BEFORE THE CLOSING DATE

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/D/V. VOLUNTARY INFORMATION AS TO MINORITY STATUS, GENDER, VETERAN STATUS, DISABILITY, AND INCOME IS WELCOME)

CITY OF CAMBRIDGE RESIDENTS ESPECIALLY ARE ENCOURAGED TO APPLY



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Davis, Duhan, Galluccio, Russell
Consent Order #29 Sullivan, Toomey

Vice Mayor Born re: Maintenance issues
of MDC properties and the status of the
long range planning process.

Triantafyllou CM-123

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In City Council March 3, 1997

ORDER ADOPTED