

JOB ANNOUNCEMENT

**FDA Tobacco Compliance Officer
Greater Boston Massachusetts
10-12 hours/week**

General Statement of Duties & Responsibilities:

This is a part-time position. Inspector will work an average of 10-12 hours per week.

This position is funded 100% by a contract with the federal Food and Drug Administration.

Travel throughout the Boston area is the primary function of this position.

You are required to obtain and maintain a commission by the FDA to fulfill the duties of this position. This position requires a full criminal background check, credit check, CORI check, fingerprinting, sexual predator check and reference check to obtain approval for FDA commission.

Starting pay is \$30 per hour. Inspector will also be paid for their travel based on the Federal Standard Mileage Rate.

Compliance officers conduct inspections for surveillance and enforcement of FDA regulations including compliance checks with minors. Position is required to become a Commissioned Officer for the federal Food and Drug Administration. Failure to meet requirements to become a Commissioned Officer or maintain commissioned status will result in termination from position.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Conducts inspections for surveillance and enforcement of FDA regulations including compliance checks with minors
- Obtains evidence and establishes facts concerning non-compliance with laws, rules and regulations regarding youth access to minors and related FDA regulations
- Maintains adequate documentation for enforcement of FDA regulations
- Submits necessary documents for enforcement of FDA regulations within the scheduled timeframe
- Assists with minor recruitment and training
- Schedules, supervises, and evaluates minors to assist in compliance checks
- Complies with quality control procedures to ensure information is accurate and complete
- Performs related duties such as maintaining records, attending meetings and preparing correspondence including emails and letters
- Maintain accurate retail store list by communicating changes in community
- Communicates as requested with state and federal agencies
- Must establish and maintain professional boundaries when working with youth
- Maintain communication with State Program Coordinator and/or Backup State Program Coordinator about issues and/or concerns with inspection process
- Perform other duties as assigned

Working Conditions:

Compliance Officers are required to travel using their own vehicle for job related purposes. Most work is conducted with youth, requiring inspectors to work after school hours and/or on weekends.

Typical schedule requires work two evenings per week and/or two weekend days per month.

QUALIFICATIONS REQUIRED AT HIRE (list knowledge, skills, abilities)

- Non-smoker
- Fully Vaccinated for COVID19, as defined by two shots of the Moderna or Pfizer vaccine or a single dose of the Johnson and Johnson vaccine.
- Ability to operate a motor vehicle
- Own a reliable motor vehicle to be used to conduct inspections
- Possess a valid Massachusetts Motor Vehicle Operator's License
- Ability to use investigative techniques to obtain information
- Ability to gather information from questioning individuals and observation
- Ability to gather information by examining records and documents
- Ability to prepare written and verbal reports
- Ability and willingness to be commissioned by the Food and Drug Administration for enforcement purposes

QUALIFICATIONS PREFERRED AT HIRE (list knowledge, skills, abilities)

Qualifications Preferred

- It is preferred that applicant live in Boston to minimize required travel
- Knowledge of computer programs including word, excel and use of relational database
- Knowledge of inspection techniques appropriate to retail store environment
- Ability to understand, explain and apply laws, regulations, rules, procedures, policies, standards and guidelines
- Ability to use electronic data collection device in the field
- Ability to establish rapport with persons from different ethnic, cultural, educational and/or economic backgrounds
- Ability to work effectively with young people (age 16-20)
- Ability to deal tactfully with others including business owners, the general public, and local officials
- Ability to establish and maintain harmonious working relationships with others
- Ability to maintain a calm manner in a stressful situation
- Ability to work independently
- Ability to transport self to required inspections, training and meetings

This position will be hired as a contractor with Health Resources in Action. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse work force that reflects the populations we work with and the communities where we work. Diversity is a core value of HRiA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

HRiA is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Please submit Resume, Cover Letter and 3 Professional References via email to:

Hiring Team, Danielle Adams,
Program Manager, Health Resources in Action
2 Boylston St. Boston, MA 02116
TobaccoUndercover@hria.org