
Quest Diagnostics HealthyQuest Leader Responsibilities

Leader Position: *Tobacco Cessation Leader*

Basic Purpose:

- The Health Promotion Teams are a key part of the company's Blueprint objective to improve HealthyQuest. These voluntary groups of employees come together to help employees on their journey to better health through development and deployment of health, wellness, and fitness initiatives.

Duties and Responsibilities:

The tobacco cessation leader will be the primary business unit contact to lead the efforts to educate employees on the negative health effects of tobacco usage and also promote the tobacco cessation program.

1. *Review weekly tobacco cessation registration reports from tobacco cessation vendor.*
2. *Promote the tobacco cessation program and answer any questions employees may have on the program.*
3. *Coordinate communication and flyer distributions. (Post flyers at local BU, and ensure PSC & remote employees are aware of opportunities.)*
4. *Drive continuous awareness on the negative health effects of smoking, cigar and pipe smoking, smokeless tobacco usage, and second-hand smoke.*
5. *Support and drive the Tobacco Free Implementation Guidelines.*
6. *Sponsor Great American Smoke out in November. Plan activities to promote the event.*
7. *Lead any other events, communications, or activities that you feel are relevant to tobacco cessation.*

Qualifications:

Positive attitude	Be engaged and excited about the endless possibilities of HealthyQuest.
Good verbal & written communication skills	Be comfortable with interacting with employees as well as internal or external vendors as needed for programs/seminars.
Availability & good time management skills	Be available to attend meetings as scheduled. (local health promotion teams will identify time/dates)
Email access	Have access to email (or designate someone to receive your emails)

Time Considerations:

The amount of time needed depends on the tobacco cessation leader and local business unit goals. Most weeks in the year will require less than one hour. However during events or promotions, the time needed for preparations will increase.