

GRADE: 10
DIVISION: ADOLESCENT AND CHILD HEALTH

POSITION SUMMARY:

Under general supervision, the Community Engagement assistant (CEA) is primarily responsible for administrative and programmatic support to the Community Engagement and Prevention Coordinator, in the Adolescent & Child Health Division. Assists in planning, organizing, directing and coordinating ongoing and special projects. Supports the North Tulsa Community Coalition by attending meetings, taking meeting notes, securing meeting spaces and locations, securing supplies, and providing program information. The CEA will provide moderate administrative support to the Maternal Child Health Outreach Manager. The Support Specialist position works internally at THD sites, at area agencies and in north Tulsa neighborhoods at risk for poor health outcomes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Works with staff and the north Tulsa community in developing/implementing programs, quality assurance activities, and projects by participating in meetings that require administrative support.
2. Works to support the Community Engagement Coordinator and the community in developing programs and projects to support the promotion of health, prevention services, and prevention of chronic disease in north Tulsa.
3. Ensures that a smooth relationship is maintained with other divisions/programs and community partners.
4. Coordinates meeting/training schedules (time and place).
5. Transcribes and disseminates meeting minutes.
6. Schedules meeting reminders and follow-up correspondence.
7. Creates and/or maintains large, project-specific databases, files, spreadsheets and reports to include budget databases, leave time database, etc.
8. May represent Community Engagement & Prevention coordinator at various community meetings.
9. Acts as liaison with the community and healthcare partners and in routing related calls and emails.
10. Maintains purchase orders, supply requests and encumbrance requisitions.
11. Maintains the organization and cleanliness of the stock room and monitors inventory.
12. Prepares administrative and programmatic statistical and fiscal reports as needed.
13. Makes travel arrangements; arranges interviews, appointments and conferences as needed; and assists with expense reports.
14. Composes and/or prepares correspondence, reports and other materials in accordance with office procedures and policies; and initiates follow-up letters, memoranda and other correspondence for signature, using independent judgment in format and presentation.

15. Summarizes, indexes, files and maintains documents, meeting minutes and training overviews with associated materials; leave requests; and other records of program staff.
16. Meets regularly with team members and Manager, and other THD staff to staff and plan and document strategies.
17. Operates various office equipment and makes appropriate technical repair requests; orders and maintains program's supplies; and retrieves, documents, and disseminates mail.
18. Participates in activities to support the mobilization of the North Tulsa Community Coalition (NTCC).
19. Completes required training in support of duties and responsibilities of this position.
20. Other duties as assigned including those required to fulfill activities in support of public health emergencies.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL:

1. May assist in A&CH's training of staff on specific administrative procedures.
2. Participates in professional associations and community activities.

QUALIFICATIONS/SPECIFICATIONS:**Education:**

- Associates degree in health care, public health, business or related field preferred.

Experience:

- Two years of increasingly responsible administrative and programmatic duties.
- Administration of federal and/or state-funded grants a plus.

Knowledge and Skills:

- Excellent grammar and proofreading skills.
- Skills in communicating effectively, both orally and in writing; and in understanding and carrying out instructions.
- Skills in establishing and maintaining effective working relationships.
- Basic knowledge of the social determinants of health and how they relate to poor health outcomes and deaths.
- Knowledge of community resources; of at risk targeted population; and of geographical area (north Tulsa) at highest risk for chronic disease morbidity and mortalities.
- Keyboarding skills at a speed of 40-50 WPM.
- Proficient in Microsoft Office including Word, Excel, Access and PowerPoint. Has the ability and willingness to learn other new software applications, including Microsoft Project and other statistical analysis programs.
- Proficient in Google Suite including Gmail, Sheets, Calendar, Forms, and Presentation.
- Internet skills required.
- Good interpersonal and communication skills.
- Must be able to compose clear, concise correspondence.
- Knowledge of proper English usage, spelling, punctuation and grammar.
- Skills in concentrating and paying attention to detail, alphabetizing, spelling and writing legibly.
- Excellent skills in planning and organization of multiple duties and coordination of major projects.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with all divisions to provide and/or gather information and data. Frequent contact with supervisors, managers, coordinators and Division Chiefs.
- Frequent external contact with various community agencies, the public and healthcare providers to exchange information and coordinate activities.

PHYSICAL EFFORT:

Lifting materials, record boxes and equipment weighing up to 30 pounds; reaching files up to a height of seven feet; and stooping and bending to retrieve from files/materials in boxes.

SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned computer hardware and software.

Reports to – Community Engagement & Prevention Coordinator 70%

Reports to – Manager of Maternal Child Health Outreach 30%

WORKING CONDITIONS:

No unusual working conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality unless officially authorized to release records.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary. Weekend work will be required.

FLSA Status: *Non-Exempt*