

GRADE: 14
DIVISION: Preventive Health Services

POSITION SUMMARY:

The Community Health Coordinator, Supervisor is a full-time position lasting through June 30, 2024. Funding for this position is from the Department of Health and Human Services Centers for Disease Control. This position is primarily responsible for assisting in the planning, coordinating, organizing, and leading of activities to ensure equitable access to COVID-19 vaccines. This person will be responsible for providing supervision and oversight to the public health nurses and staff funded by this grant. This position will also be responsible for promoting, educating and coordinating the administration of COVID-19 vaccine in the community.

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. Coordinate efforts to leverage and support community partnerships to ensure vaccine education and vaccine access to underserved and minority populations. Identifies and evaluates opportunities to provide vaccination and vaccine education in community settings; such as community organizations and events, places of worship, shelters, treatment facilities, businesses or industries.
2. Coordinates community requests for Covid vaccine administration clinics with THD staff and other community partners and pandemic providers.
3. Manages calendar schedules and coordinate logistical needs for education, vaccination and activities in the community including the mobile clinic events and vaccination strike teams for pop up and/or special clinics.
4. Coordinates in-home COVID and Flu vaccine administration to home bound individuals.
5. Acts as liaison with community healthcare partners and the Tulsa Area Immunization Coalition.
6. Evaluates, coordinates, and communicates staffing needs and scheduling with Manager and/or Division Chief.
7. Performs the Performance Management Process for all direct reports and assists in setting employee and program goals and objectives.
8. Responsible for ordering and maintaining accurate program inventory and follows quality assurance protocol for safe handling and storage of biologicals.
9. Oversees Covid vaccine transfers from THD to Tulsa County Pandemic Providers.
10. Maintains complete and accurate documentation of program activities and reports as required by the grant and program manager.
11. Orients and trains existing staff and new hires to agency policies and program guidelines including infection control practices to ensure compliance.
12. Participates in educational opportunities related to job and updates other staff on information obtained.
13. Prepares administrative and programmatic statistical and fiscal reports as needed.
14. Meets regularly with team members and Manager.

15. Completes required training in support of duties and responsibilities of this position.
16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education:

- Baccalaureate degree in nursing preferred but not required.
- Associate degree in health care, public health or related field required.

Experience:

- Two to three years of nursing and/or public health nursing experience with supervisory or consultant responsibilities or equivalent combination of education and experience preferred.
- Two to three years of health care experience required.
- Two years of increasingly responsible administrative and programmatic duties.
- Administration of federal and/or state-funded grants preferred.

Knowledge and Skills:

- Good interpersonal skills required to supervise people effectively and to represent the Department to other community partners.
- Good oral and written communication skills required in dealing continually with public, obtaining health information, and developing confidence from clients.
- Knowledge of community resources.
- Skills in establishing and maintaining effective working relationships.
- Basic knowledge of the social determinants of health and how they relate to disparities, poor health outcomes and deaths.
- 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.

Licenses:

- Possession of a valid professional nursing license by the Oklahoma State Board of Nursing preferred.
- Valid Oklahoma driver's license.

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 – Assigned Grant Funded Staff.

Indirect Supervision – None

Budget/Money/Material – Responsible for grant funded resources

Reports to – Manager, Immunizations

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

WORKING CONDITIONS:

Potential exposure to communicable disease, contaminated blood, and other body fluids during the provision of COVID vaccines. High volume and fast paced clinics.

Expected work time to occasionally include weekends and evenings.

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: Exempt