

**GRADE:** 17  
**DIVISION:** Adolescent & Child Health

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**POSITION SUMMARY:**

Primarily responsible for advancing health equity across Tulsa County. This position will catalyze culture change across sectors to address structural barriers that deepen health inequities, such as racism, poverty, ineffective policies, and systematic barriers that harm certain groups and benefit others. This position will also be responsible for supporting Be Well Community Development Corporation (CDC) to reach identified strategic plan goals. This will involve active engagement with staff and internal Tulsa Health Department programs as well as external community partners to address social determinants of health to improve health status of individuals and families within District 1. The position will assist with review of community needs assessments and development of actionable objectives.

**PRINCIPAL DUTIES/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. Manage day-to-day project needs related to the Centers for Disease Control Grant as relates to the establishment of the Health Equity Office.
2. Plan and execute productive high-level convenings with health entities and other sectors to identify and advance shared goals related to health equity, to build solutions, and assure progress through consensus agreements and actionable next steps.
  - a. Develop and facilitate high-level workshops on the social determinants of health, implicit bias, institutional racism, systemic barriers to race and health equity.
  - b. Develop and facilitate community-specific implicit bias and health equity trainings, in partnership with local healthcare leaders and key clinicians serving minority populations.
3. Coordinate and implement health equity work in Tulsa County, which requires working with multi-sectoral partners to examine and reshape practices, power, and influence for more equitable outcomes.
4. Support and conduct regular Equity Workgroup to build county-wide relationships, share best practices and health equity tactics, develop a health equity plan, and provide quality resources or services that add value for Tulsa County residents.
5. Mobilize District 1 to develop multi-level action plans that bring together organizations, agencies, neighborhood associations, the faith-based community, and community residents to identify how the social determinants of health are impacting the community, while promoting prevention and wellness.
6. Utilize effective group communication skills, to include participation in and/or facilitation of appropriate community groups.
7. Identify and implement a work plan that involves, but is not limited to, community engagement, prevention, and promotion of Be Well CDC initiatives and programs.
8. Serve as an advisor and board member to Be Well CDC.

9. Coordinate scheduling and attend all Be Well CDC Taskforce meetings, while supporting the sector specialist. Ensure that Be Well CDC taskforce reports and updates are provided to the Board of Directors at each board meeting.
10. Support the work of the Be Well CDC Community Engagement Liaison role.
11. Trains and supervises personnel to ensure a high quality of professional service and maintenance of agency policies and standards; establishes performance goals and measures, appraises staff performance against established criteria and implementation of associated strategies and plans.
12. Coordinates in-service education and selected responsible work assignments to encourage and enhance staff development.
13. Maintain and promote the BE Well CDC work plan and monitor progress.
14. Complete required training in support of duties and responsibilities of this position.
15. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**Education:** Master's degree in public health, sociology, social work, psychology, community health, or a related field preferred.

**Experience:** Three to five years of experience in health equity work, community development, policy change, program development, project management, supervision of staff, health promotion, and communication skills is required. Experience in working with high-risk minority populations is a plus. Knowledge of the North Tulsa community culture and leadership a plus.

**Knowledge & Skills:**

- The successful applicant will have a track record demonstrating their ability to effectively partner with multiple sectors and manage complex projects involving public health, race and health equity, and health care delivery.
- The ideal candidate will have a track record of designing and delivering implicit bias and/or structural racism trainings.
- Skill in developing community alliances through facilitation and collaboration with community partners.
- Skill in communication in both public speaking and written reports.
- Knowledge of and skill in applying the principles of health promotion and community engagement.
- Knowledge of and skill in applying the theories of change and social marketing, and social determinants of health.
- Knowledge of Core Functions of Public Health and Essential Public Health Services.
- Ability and willingness to develop trusting and effective relationships with diverse groups.
- Other relevant experience may include personal, family, or other lived experience dealing with inequitable economic, social, health and educational systems and environments.

**Licenses:** Valid Oklahoma driver's license.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- External contact with the public (student, civic, faith-based, and social organizations; and local businesses).

- Internal contact with other THD program staff, Managers, and Senior Management to coordinate on messaging and the promotion of services.

**PHYSICAL EFFORT:**

Communicate: Frequent virtual, in-person and phone communication with staff; must be able to exchange accurate information by phone or email; and must be able to attend meetings at THD and in the community. Reaching above shoulder height to adjust video equipment and reaching supplies; and stooping and lifting boxes of materials weighing up to 30 pounds. Repetitive computer and telephone use. Sitting for long periods of time.

**SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:**

Direct Supervision – Up to 10 employees.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment and budgets.

Reports to – Chief Operating Officer

**WORKING CONDITIONS:**

- No unusual working conditions. Position will be in both an office setting, and in public meetings either during or after normal business hours. Community outreach and working with clients and partners in diverse socioeconomic communities.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform work-related travel.
- Position requires working some evenings and weekends.

**FLSA Status: Exempt**