

GRADE: 14
DIVISION: PREVENTION, PREPAREDNESS & RESPONSE – Healthy Living Program -
Tobacco Settlement Endowment Trust Serving Tulsa County

POSITION SUMMARY:

Under direct supervision of the Healthy Living Program (HLP) Manager, assist in the planning and implementation of the Tulsa HLP, serving as one of the Assistant Coordinator's to assist the other Coordinator's and the Program Manager with the implementation and achievement of the grant deliverables.

PRINCIPAL DUTIES/RESPONSIBILITIES:

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

ESSENTIAL JOB FUNCTIONS:

1. Addresses community indicators of the HLP strategic plan, and monitors progress and outcomes for those indicators throughout the contract year. Assists in surveillance, planning, implementation, and evaluation of activities for the components of the Healthy Living Program.
2. Builds and staffs the county-wide coalition's Tulsa Healthy Living Program Collaborative Group, comprised of member organizations and individuals for the purpose of creating social and environmental changes to decrease the prevalence of tobacco use; increase physical activity and nutrition; and foster collaboration between state and community organizations.
3. Plans activities, recruits' members, trainings, and encourage participation (planning and implementation) Tulsa Healthy Living Program Collaborative Group. Also, increase awareness and advocate for policy change, promote, and coordinate public education forums, symposiums, and seminars to educate the public and decision makers regarding tobacco use and physical activity/nutrition in Tulsa County. Participates in various committees for strategy development and implementation to impact policy outcomes.
4. Networks with leaders in community institutions/organizations, schools, businesses, cities, and governments to increase awareness about tobacco prevention and physical activity and nutrition.
5. Stays abreast of the political environment within Tulsa County and the state.
6. Partners with the local RPC and ABLE Commission to increase retailer compliance of state and federal laws.
7. Assists Program Manager in negotiating, monitoring, and evaluating subcontractors, and acts as liaison with corresponding vendors.
8. Works with Oklahoma State Department of Health to coordinate the Youth Tobacco Survey for selected Tulsa County middle schools and high schools.
9. Locates and assesses all Tulsa County school district policies on tobacco use and physical activity and nutrition; advocates for 24/7 tobacco free schools' policies; collaborates with school administration on policy communication efforts and enforcement; and serves as repository of school district policies.
10. Promotes the Oklahoma Tobacco Helpline.
11. Will attend training as required by TSET and grantee organization.

12. Aside from assisting with the operations of the grant, this person must be active participants in all phases of the grant, which includes gathering data for the community needs assessment, development and mobilization of partners and collaborative group member, development of a strategic plan, and implementation of the strategic plan and program evaluation.
13. Recruits public, private and community partner organizations to adopt best practices and/or to develop a system level change to sustain tobacco cessation intervention over time.
14. Collaborates with TSET health communications in developing a health communication plan for Tulsa County HLP. Identifies both paid and earned media opportunities to promote the HLP for the promotion of policy change. .
15. Identifies grant opportunities and share with areas of need in Tulsa County.
16. Coordinates and mobilizes community members (teenagers) throughout the geographic Tulsa County area to build youth participation to support the HLP educational and compliance checks.
17. Completes required reports in a timely manner (strategic plan, annual report, monthly reports) and other requested information as needed.
18. Prepares and submits healthy living materials for publication on the Department's website and social media outlets.
19. Coordinates, facilitates, and/or attends required in-state and out-of-state meetings, conferences, training, and workshops; and attends Tulsa Health Department Board of Health meetings as assigned.
20. Complies with procedures and rules associated with the Healthy Living program as defined in the Request for Proposals, the Program Guidelines Manual, the Financial Procedures Manual, and other guidance resources.
21. Completes required training in support of the duties and responsibilities of this position.
22. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Baccalaureate degree in public health, public administration, health administration, health education, nursing, political science, or related field required. A master's degree in public health, public administration, health administration, health education, nursing, or a related field is preferred.

Experience: Four years of experience in healthcare, or equivalent experience with two to three years of experience in program development, implementation, and evaluation required. Two to three years of experience in tobacco cessation, substance abuse education, general nursing, marketing/public relations, or designing community-based programs. And grant writing/administration preferred. Working with youth programs is a plus.

Skills: Highly motivated and capable of working independently while multi-tasking and working under deadlines. Excellent administrative and problem-solving skills required, as well as excellent oral and written communication skills. Must have the ability to meet with social, community, business, and foundation leaders to develop resources for coalition and promotion of healthy living issues. Familiar with personal computer; spreadsheet, presentation, and database software; and social media applications.

- Knowledge of adult and youth empowerment methods.
- Ability to develop and make effective oral presentations; and to communicate professionally and effectively both orally and in writing.

Licenses: Valid Oklahoma Driver's License required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent internal contact with all Health Department divisions.
- External contact with key decision-makers in community coalitions, various community agencies, churches, schools, educational groups, city and county officials, Tobacco Settlement Endowment Trust, and Oklahoma State Department of Health staff.

PHYSICAL EFFORT:

- No unusual physical effort.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for submitting budget reports to the Health Department and Oklahoma State Department of Health as required. Responsible for assigned computer hardware and software.

Reports to – Manager, Healthy Living Program

WORKING CONDITIONS:

- No unusual working conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess the ability and willingness to perform job-related travel.
- May be required to work some evenings or weekends.

FLSA Status: Exempt