

Grade: 10**Division: Preventive Health Services, Immunization Grant**

POSITION SUMMARY:

The Community Engagement Specialist (CES) 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 providing accurate educational materials and resources related to vaccine benefits, specifically COVID-19 vaccine, to provide health education and promote vaccine access to underserved and minority populations within Tulsa County via community events and non-traditional sites/options to administer vaccine.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent most 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:

- Establish and maintain relationships with community members and organizations, including schools, community coalitions, local pharmacies, community health clinics and other service delivery sites, faith-based organizations, homeless shelters, local schools, day care centers and subsidized housing organizations.
- Engage with community members and organizations in providing health education, promotion, and awareness of the spread and prevention of COVID-19, symptoms, prevention, and treatment, including the benefits of vaccination via community events.
- Providing presentations and answering concerns of the community regarding accurate vaccine information including COVID-19. Campaigns will be presented and delivered to the community in locations such as beauty shops, barber shops, nail salons, local businesses, grocery stores and community events.
- CESs will build relationships with the neighborhood schools, businesses and communities that have been identified within or serving a vulnerable population with underserved and minority populations, and become a regular presence during school and community neighborhood functions that will allow for the education about and promotion of vaccines.
- CESs will build relationships with the Tulsa Area Immunization Coalition, Coalition of Hispanic Organizations (COHO), LatinX Hispanic Health Promotion group, North Tulsa Community Coalition, and the Community Health Worker section of the Oklahoma Public Health Association to ensure collaboration of efforts to improve health by positively impacting the vaccination rates in Tulsa County.
- Provide input on the cultural aspects of communications products and materials. Work collaboratively with internal and external partners to develop products that meet community needs
- CHWs will coordinate services and referrals to the Department of Human Services to support home health providers to administer vaccines to homebound clients and initiate other referrals to community resources to meet additional identified needs.
- May attend events within the community, including those that occur after hours and on weekends.

QUALIFICATION/SPECIFICATIONS:

EDUCATION: High school diploma or equivalent required. Associates or bachelor’s college work preferred— human services or related field

EXPERIENCE:

- Minimum of 2 - 3 years of experience working in community outreach work. e.g. social work, public health, behavioral health, public policy). Experience in working directly with communities with a Community Based Organization (CBO), Faith-Based Organization, nonprofit or governmental agency. State or local health department experience is a plus.

KNOWLEDGE AND SKILLS:

- Knowledge of community resources; of target population; and of communities at highest risk for poor health outcomes
- Bilingual in English/Spanish or English/Zomi/Burmese preferred
- Skills in communicating effectively, both orally and in writing; public speaking and in understanding and carrying out instructions.
- Excellent listening skills to understand the individual situation of a community member. Able to establish trust when communicating with community members.
- Ability to convey information in an empathetic and positive manner
- Ability to understand the challenges in the communities and differences in attitudes and beliefs towards health issues and solutions.
- Ability to identify and engage partners and stakeholders, and foster new or current partnerships and conduct outreach and community engagement activities
- Follow established procedures including when obtaining information from community members and maintaining it in compliance with the standards of the health department

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent external contact with the general public to provide and gather information.

PHYSICAL EFFORT:

Moving chairs and equipment for clinics; lifting and loading supplies weighing up to approximately 30 pounds; stooping and bending to access files.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – No direct accountability

Reports to – Community Coordination Supervisor

WORKING CONDITIONS:

Demanding and high paced, high volume clinic in THD and off-site locations.

SPECIAL REQUIREMENTS:

- Must possess ability and willingness to perform job-related travel.
- Must maintain THD record confidentiality according to HIPAA regulations

