

# **Coordinator, Community Engagement & Prevention** **1345**

---

**GRADE:** 13  
**DIVISION:** Adolescent & Child Health

---

## ***POSITION SUMMARY:***

Primarily responsible for supporting the work of Be Well Community Development Corporation to reach identified goals and to a lesser degree, the advancement of Health Equity in Tulsa County. 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 in an effort to improve the health status of individuals and families within north Tulsa. The position will assist with the review of community needs assessments and development of actionable objectives and serve as an advocate for the promotion of preventive behaviors and increased utilization of prevention services at the North Regional Health and Wellness Center. Will support all programs offered by Be Well CDC in the capacity in which they need to be supported, which can vary from time to time.

## ***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. Mobilize the north Tulsa community and 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.
2. Utilize effective group communication skills, to include participation in and/or facilitation of appropriate community groups.
3. Identify and implement a work plan that involves, but is not limited to, community engagement, prevention, and promotion of North Regional Health and Wellness Center (NRHWC) services. Enlist the cooperation of neighborhood/community organizations and sponsors; network to build contacts, and work in concert with established Tulsa Health Department's North Regional Health & Wellness Center Community Advisory Board.
4. Help to raise public awareness of prevention measures relevant to the community. Work with the Marketing Department or Marketing Consultant to develop tools and materials to communicate effective prevention messages.
5. Form an internal/external Tulsa North team to focus on promotion of THD services in the neighborhood specifically surrounding the NRHWC, and work with the outreach staff to engage north Tulsa residents. May include door to door canvassing.
6. Serve as an advisor to the Be Well CDC.
7. Coordinate scheduling and attend all Be Well CDC Sector or Project meetings. Collect the minutes from each Sector or Project Meeting and include the information in a master file.
8. Help the Be Well Sector Specialists prepare to report information at the general Be Well Community Meetings, monthly.

# **Coordinator, Community Engagement & Prevention** **1345**

---

9. Support the work of the Be Well CDC Public Relations and Marketing Team or Marketing Consultant to ensure the website and the social media platforms are updated regularly and addressing the needs of the intended audience.
10. Maintain and sustain the north Tulsa health improvement work plan and monitor progress.
11. Create and sustain a north Tulsa faith-based initiative to address health disparities.
12. Complete required training in support of duties and responsibilities of this position.
12. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**Education:** Bachelor's degree in public health, sociology, social work, psychology, or community health required. Master's degree in one of these areas or a related field, preferred.

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

**Knowledge & Skills:**

- 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.

**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:***

Reaching above shoulder height to adjust video equipment and reaching supplies; and stooping and lifting boxes of materials weighing up to 30 pounds.

***SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:***

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

## ***Coordinator, Community Engagement & Prevention*** **1345**

---

Reports to – Health Equity Director.

***WORKING CONDITIONS:***

No unusual working conditions.

***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**