

GRADE: 15
DIVISION: Office of Maternal and Child Health

POSITION SUMMARY:

Primarily responsible for supporting the work of the Health Equity Office including Be Well Community Development Corporation to reach identified goals and to a greater 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 to improve the health status of individuals and families within Tulsa County. This position will focus on developing strategies and solutions that aim to improve social and preventative behaviors in underserved, high-risk communities throughout Tulsa County. Under the supervision of the Health Equity Director, this position will manage and supervise five *Community Health Outreach Workers* and to a lesser degree Community Engagement & Prevention Coordinators focused on various areas of the community. Responsible for the development of promotional (and initiatives) tools, materials, and resources (including, but not limited to covid resources) to prevent high-risk behaviors in underserved communities and increase utilization of prevention services at the North Regional Health and Wellness Center. Will support all programs offered by the Health Equity Office.

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. Work closely with the Health Equity Director to develop plans to implement in Tulsa County 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. Lead *Community Health Outreach Workers* in their daily roles and utilize effective group communication skills, including 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 and site coordinator.
4. Lead the development of public prevention awareness measures relevant to the community. Working with the Marketing Department or a Marketing Consultant to develop tools and materials to communicate effective prevention messages and distribution of medical equipment.
5. Support the work of Be Well CDC.
6. Oversee the organizational management of all aspects of bi-lingual community health outreach workers.
7. Attend regular peer group, and community organization meetings consisting of multi-cultural populations for networking and information gathering and sharing.

8. Lead the work of the Health Equity/Be Well Public Relations and Marketing Team or Marketing Consultant to ensure the website has diverse inclusive content and the social media platforms are updated regularly and address the needs of the intended audience.
9. Complete required training in support of the duties and responsibilities of this position.
11. 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, is required.

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 BIPOC communities is required. Bilingual in Spanish is preferred.

Knowledge & Skills:

- Skill in developing community alliances through facilitation and collaboration with community partners.
- 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.
- Knowledge of Google, windows, and Microsoft Office Suites
- Ability to prepare reports and communicate program goals and activities effectively both orally and in writing.
- Ability to practice cultural humility
- Must exercise sound judgment and plan, organize, and facilitate professional meetings and training.
- Excellent interpersonal communication skills in order to communicate effectively with peers and maintain productive working relationships with agency partners.

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 – Yes.
Indirect Supervision – None.
Budget/Money/Material – Responsible for assigned equipment.
Reports to – Health Equity Director.

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 work-related travel.
- Position requires working some evenings and weekends.

FLSA Status: Exempt