

GRADE: 15
OFFICE: Maternal and Child Health – Health Equity Office

POSITION SUMMARY:

Primarily responsible for supporting the work of the Be Well Community Development Corporation to reach identified goals and to advance the health and quality of life of residents in Tulsa’s District 1. 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 north Tulsa. This position will focus on developing strategies and solutions that aim to improve social and preventative behaviors in underserved, high-risk communities. Under the supervision of the Health Equity Director, this position will develop and manage programs and initiatives that support the focus areas targeted to address health improvements in a context-specific, empowering, and culturally sensitive way. This position will also manage the Community Engagement & Prevention Coordinators focused on those programs and initiatives. 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. Assist the Be Well board with implementing the Be Well CDC strategic plan that is based on community-centered, data-driven, collaborative, innovative responsive core values to eliminate health disparities in north Tulsa. And to advance the health and quality of life for residents in Tulsa District 1 by directing resources and ideas to 3 focus areas: Health, Housing, and Education.
2. Assist the Be Well board and committees with the implementation of capacity building, community development, and health improvement plans outlined in the strategic plans.
3. 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.
4. Be an advocate for Be Well CDC within the public, private, and non-profit sectors of Tulsa. Help build strong and productive working relationships and liaise with appropriate agencies at the community level.
5. Under the direction of the Be Well board, committees, and Health Equity Director, assist in producing community events relative to the community needs, health fairs, seasonal festivals, and other activities to promote Be Well in a positive way and address issues within the community.
6. Manage Community Engagement & Prevention Coordinators assigned to Be Well programs/initiatives in their daily roles and utilize effective group communication skills, including 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 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.
8. Assist with 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.
 9. Support the work of the Health Equity Office
 10. Attend regular peer group, and community organization meetings consisting of multi-cultural, BIPOC populations for networking and information gathering and sharing.
 11. Support 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.
 12. 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.

Board responsibilities:

- Gather, interpret, and articulate information to board members about community needs and resources as they relate to enhancing their capacity for effective communication, promotion, decision-making, and long-term planning.
- Assist the Board Chair in planning the agenda and materials for board meetings.
- Provide monthly financial reports for board review.
- Assist and support board members' ability to make informed decisions that serve the best interests of Be Well and its members.
- Facilitate the orientation of new board members.
- Responsible for developing and maintaining sound financial practices in coordination with the Be Well Board.
- Work with the board in preparing a budget; ensure the organization operates within budget guidelines.
- Work with the board secretary to ensure effective systems to track progress, and regularly evaluate program components, to measure success that can be effectively communicated to the board, funders, and other constituents.

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