

**GRADE: 12**

**DIVISION: Office of Maternal and Child Health**

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***POSITION SUMMARY:***

In partnership with the Oklahoma State Department of Health's Improving Infant Outcomes Initiative, the Community Systems Development Specialist (CSDS) is responsible for collaboration and facilitation with Tulsa area community partners to enhance maternal and child health systems with the outcome of improving the health status of mothers and children. CSDS will use Fetal Infant Mortality Review and other MCH data to guide priority education initiatives and address racial disparities and other system barriers targeting geographic areas at highest risk for infant mortality. The CSDS will work with community members to define action steps and serve as an advocate for policy change regarding maternal and child health issues. This position will participate in area health, educational and other coalitions to assure the involvement of communities in the decision-making process when designing approaches and interventions to meet identified needs.

***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. Understand and utilize group facilitation; describe/explain the social determinants of health; and demonstrate basic skills in review of data related to community assessments.
  2. Mobilize community action and develop multilevel action plans that bring together organizations, agencies, and community members; and produce, interpret, and disseminate information/health messages to community members in clear language respectful to the identified community.
  3. Demonstrate skill as a catalyst to expand collaboration efforts between traditional health care providers and other community players.
  4. Engage/Challenge the community to address core public health functions of health assessment and policy development into workable solutions.
  5. Help to raise public awareness on issues relevant to the health of women and children in the Tulsa community, specifically to address health disparities and improve poor birth outcomes
  6. Plan attend and coordinate meetings that promote key maternal and child health initiatives.
  7. Research/Secure information or materials needed to present educational programs; and prepare presentations and demonstrations on key maternal and child health priority areas.
  8. Represent the Health Department at coalitions, conferences, and other planning groups related to maternal and child health issues.
  9. Partner with MCH Epidemiologists to identify community topics/needs and barriers to care.
  10. Facilitate monthly Community Action Team of Tulsa (CATT) including related sub- groups to address recommendations from Case Review Team as provided by Tulsa Fetal Infant Mortality Review (TFIMR )staff
  11. Participate in Maternal Child Health Outreach monthly staff meetings, and provide written and oral reports to MCH Outreach Manager and to team as directed ..
  12. Complete required training in support of duties and responsibilities of this position.
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13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**Education:** Bachelor's degree plus four years of experience required. Master's degree plus three years related experience preferred.

**Experience:** Three to four years of experience in working in maternal and child health programs, community development, policy change, or program development preferred. Experience in working with high-risk African American population is a plus.

**Knowledge & Skills:**

- Skill in developing community alliances and required systems through facilitation and collaboration with community partners.
- Skill in developing educational materials/reports.
- Knowledge of Core Public Health and Essential Public Health Services, and Social Determinants of Health.
- Ability and willingness to develop trusting and effective relationships with diverse groups.
- Ability and willingness to speak in public.

**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).

***PHYSICAL EFFORT:***

Reaching above shoulder height to adjust video equipment and reach 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.

Reports to – Manager, Maternal Child Health Outreach

***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.
- Requires a valid Driver License.

***FLSA Status: Exempt***