
GRADE: 12
OFFICE: Maternal and Child Health – Be Well CDC

POSITION SUMMARY:

The North Tulsa Forward Program Coordinator will promote, market, and provide facilitation of the Be Well CDC's North Tulsa Forward program (NTFP) in accordance with the Affordable Housing Trust Fund (AHTF) Grant requirements. The NTFP is a culturally competent and comprehensive homeownership program. NTFP was created to support potential and existing homeowners in navigating the entire lifecycle of the homeownership process. This is a non-renewed grant-funded position with a limit of 5 years. This position reports directly to the Health Equity Director.

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 (100% of Time):

1. Manage the acceptance, review, and processing of NTFP applications; establish eligibility for the down payment assistance; assist applicants in securing required information, , and connects applicants to (Name of the credit counseling service)
2. Promote and provide education/awareness of the North Tulsa Forward (NTFP) to the community at large using approved NTFP materials and events. This role will serve as an ambassador for this program to the community, with a specific focus on growing community engagement, support, and fundraising to maintain/grow the program in the long run.
3. Provide comprehensive support services to include: efficient client data entry; file management according to HUD, AHTF Grant, NTCC, and THD requirements guidelines; managing online databases for education classes.
4. Plan, develop, and, implement a centralized referral and tracking system to triage referrals based on client needs and program eligibility criteria. This will be in partnership with existing local resources, including but not limited to the Financial Empowerment Center, City of Tulsa, and HUD.
5. Provide front-line support for incoming phone calls regarding homebuyer education and down payment assistance.
6. Maintain a system for documentation and reporting coordinator activities, including communication, outreach, interaction with potential referral sources, collecting and distributing referrals to programs, and meeting schedules.
7. Coordinate, organize, and build on efforts to improve financial literacy for residents in Tulsa's district 1.
8. Serve as a homeownership advocate to a variety of community and state agencies and networks.
9. Cooperate and collaborate regarding the evaluation of the NTFP.
10. Promote and participate in program activities and pieces of training.

11. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Bachelor’s degree in public health education/health promotion education, community development, finance or a related field required.
Experience: At least 2 years of experience working with first-time homebuyers, financial literacy, capacity/coalition building, and working with underserved populations is preferred.

Knowledge and Skills:

- Knowledge of the north Tulsa community and best practices related to homeownership, first-time homebuying, and other real estate transactions.
- Excellent interpersonal communication skills to communicate effectively with peers and maintain productive working relationships with agency partners.
- Must exercise sound judgment and plan, organize, and facilitate professional meetings and training.
- Ability to cultivate relationships with key stakeholders, plan large community events, classes, program sales, and support marketing.
- Ability to prepare reports and communicate program goals and activities effectively both orally and in writing.
- Knowledge of Google, Windows, and Microsoft Office Suites
- Bilingual English/Spanish preferred.

Licenses/Certification:

- Valid Oklahoma driver’s license.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with various staff to coordinate meetings, develop and provide training, and facilitate referrals for the target population.
- External contact with outside agencies to exchange information in order to coordinate referrals, establish and facilitate coalitions, recruit new referral sources, and link clients to appropriate services.

PHYSICAL EFFORT:

- Physical effort is required for sitting, standing, walking, bending, stooping, lifting, pushing, and pulling as needed to obtain supplies and conduct job tasks. May require moving or lifting up to 25 pounds.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision: None.
Indirect Supervision: None.
Budget/Money/Material: Responsible for assigned equipment.
Reports to: Healthy Equity Director

WORKING CONDITIONS:

Regular exposure to a noisy and crowded work environment. Regular evening and weekend work is required.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel (property visits, training, etc.).

FLSA Status: Exempt