



Tulsa Healthy Start

Job Title: Healthy Start Program Specialist

Reports to: Healthy Start Program Director

Overview: Tulsa Healthy Start is designed to meet the needs of mothers, infants, and families living in Tulsa County, focusing on social determinants of health to reduce infant mortality. Healthy Start Care Coordinators work with expectant mothers and their families before, during and after pregnancy employing strategies to improve maternal child outcomes.

Position Summary: The Program Specialist will work collaboratively with the Program Director, Care Coordinator Manager and Fatherhood Coordinator of Healthy Start to advance effectiveness and efficiency of the program. The program works in partnership with the Family Health Coalition acting as the Community Actions Network (CAN). Special assignments will include assisting the Healthy Start Program Director in developing projects for Healthy Start, CAN, Fatherhood and ChallengerSoft (database program).

Position Responsibilities:

- Assist Program Director in daily duties as such as clerical support; communicating to funders; prepping for special meetings; attending the National Healthy Start Association Meetings (out of state travel is required for any national projects). Special projects and activities will require this position to communicate effectively to the Healthy Start Program Director and Care Coordinator Manager.
- Develop new initiatives to enhance community efforts and external partnerships of the Healthy Start Program. Be able to communicate the structure of the new initiative to all staff members of CSC.
- Assist Healthy Start Program Director and management team in the execution of federal and any other reports assigned.
- Record minutes for Healthy Start program meetings.
- Attend designated meetings as requested.
- Other duties assigned.

Position Qualifications:

- Bachelor's degree required
- Experience in working with health related programs
- Strong written and oral communication skills
- Strong organizational skills
- Strong understanding of cultural competency



- Ability to work collaboratively
- Bilingual (English/Spanish/Zomi) a plus

Position Requirements: Valid U.S. driver's license, insurance, and use of personal vehicle. Must be able to perform the essential duties and responsibilities with or without reasonable accommodation: Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear, see, write, count, read, speak, analyze, alphabetize, lift and carry up to 40 lbs., perceive depth, operate a motor vehicle, and operate motor equipment. Must pass background check.

To apply for this job please email a cover letter and resume or CV to hr@csctulsa.org

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