



Community Service Council of Greater Tulsa

Job Description

Job Title: Healthy Start Program Specialist

Security level:

Classification:

Reports to: Director, Fatherhood Coordinator CSC Healthy Start

PURPOSE OF POSITION:

The Healthy Start Program Specialist will support Fatherhood Coordinator in recruiting, case managing, and retaining fathers for the CSC Healthy Start program, help plan and implement events for clients, enter client and program information into Go Beyond as requested by Fatherhood Coordinator, care coordinators, and navigators, and provide database assistance as requested.

ESSENTIAL JOB FUNCTIONS

The Program Specialist will:

- Provide case management, activities and planned events for Healthy Start families
- Make home visits as needed as a part of Fatherhood Case Management Plan
- Attend required meetings and trainings (occasional out of state travel is required)
- Correct and modify inaccurate files and records in Go Beyond database as needed.
- Assist care coordinators, fatherhood coordinator, and navigators in proper and efficient use of Go Beyond database.
- Assist evaluator and data manager with developing data reports from Go Beyond as requested.
- Store hard copies of data in an organized and confidential manner to optimize retrieval.
- Assist other administrative staff in filing, making copies, typing and other tasks as necessary.
- Enter client and program data into the Go Beyond database and electronic files, as requested by care coordinators, fatherhood coordinator, and navigators

KNOWLEDGE/SKILLS/ABILITIES

- Demonstrate strong written and oral communication skills
- Implement strong organizational skills
- Possess strong understanding of cultural competency
- Ability to work collaboratively
- Competency in using databases, Excel, Word, and Powerpoint

REQUIRED QUALIFICATIONS

- Bachelors degree
- Current HIPAA certification

Equivalent Education and Experience

- Bachelor’s degree

Physical Requirements

Standing	F	Walking	F	Sitting	C
Lifting	O	Carrying	O	Pushing	O
Pulling	O	Climbing	O	Balancing	
Stooping	O	Kneeling	F	Crouching	O
Crawling		Reaching	F	Handling	
Fingering		Feeling		Talking	C
Hearing	C	Tasting/Smelling		Near Vision	C
Far Vision		Depth Perception		Color Vision	C
<i>Legend: C=Constantly, F=Frequently and O=Occasionally</i>					

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