

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Health and Wellness
4. Civil Service Position Code Description AUDIOLOGY SPCH CONSULTANT-A	10. Division Maternal and Infant Health
5. Working Title (What the agency calls the position) Audiology Speech Consultant 12	11. Section Perinatal and Infant Health
6. Name and Position Code Description of Direct Supervisor KOVALCHICK, KIMBERLY A; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Infant Health
7. Name and Position Code Description of Second Level Supervisor THOMPSON, DANIEL H; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

This position serves as a recognized resource for the Michigan Early Hearing Detection and Intervention (EHDI) program within the Infant Health Unit. The Follow-Up Consultant promotes national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks to ensure that infants and young children with hearing loss are able to receive early hearing detection and intervention services. This role is responsible for coordinating, designing, implementing and maintaining the follow-up system for newborn hearing screening. This role provides audiology consultation and technical assistance for the division, program staff, and statewide partners for the EHDI program. Statewide EHDI partners include diagnostic audiologists, new screening personnel, otolaryngologists, parents, physician offices and other public health partners. The consultant regularly collaborates with and provides audiology follow-up expertise with several other State of Michigan agencies and other areas of the Michigan Department of Health and Human Services. The consultant provides subject-matter expertise and management for federally funded EHDI projects.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Serve as the EHDI program recognized resource responsible for coordinating, designing, implementing and maintaining the follow-up system for newborn hearing screening.

Individual tasks related to the duty:

- Design and oversee program systems to monitor EHDI program data and accomplishment of national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks.
- Apply knowledge of pathology of hearing and speech disorders, methods used to detect and correct hearing disorders, and clinical methods used in the development of local screening programs for hearing/speech to guide EHDI team decisions and work.
- Guide program team in planning, implementing, and evaluating interventions aligned with clinical standards for follow-up of diagnostic and intervention services, which can include analysis of case reports to identify infants at risk for loss to follow up; coordination with other programs and medical providers for leads; facilitation of services for families.
- Review and analyze screening and intervention reports as well as diagnostic audiology reports on infants who failed the hearing screen and provide technical assistance for strategies for intervention.
- Design, oversee, and analyze systematic tools and database elements to track and develop surveillance data of babies with hearing loss. Collect qualitative information, including focus groups, surveys, and key informant interviews as additional elements as needed.
- Use equitable and culturally responsive design standards to guide and evaluate program strategies.
- Lead and conduct meetings with partners within the Department to coordinate data collection integration and data improvements including Newborn Screening, Epidemiology, Vital Records, Department of Technology, Management, and Budget (DTMB) and Michigan Care Improvement Registry (MCIR), and others as relevant.
- Identify, analyze, and recommend solutions to implementation barriers impacting progress toward performance goals.
- Develop, standardize, and disseminate implementation and evaluation strategies, tools, and methods for program improvement.

Duty 2

General Summary:

Percentage: 30

Provide advanced audiology consultation and technical assistance as the recognized resource for the division, program staff, and statewide partners for the EHDI program, including audiology screening and diagnosis related to infant hearing.

Individual tasks related to the duty:

- Provide training, consultation and technical assistance to medical professionals and other professionals (i.e., diagnostic audiologists, new screening personnel, otolaryngologists, physician offices, hospitals, and other public health partners) to promote national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks and ensure that infants and young children with hearing loss are able to receive early hearing detection and intervention services.
- Lead efforts to update audiology screening and diagnostic protocols with input from advisory committee of pediatric audiology professionals across Michigan.
- Serve as an audiology subject-matter expert on departmental, interagency, and external workgroups and communities of practice, including but not limited to the Early Hearing Detection and Intervention program advisory committee.
- Independently prepare and oversee the development of presentations, reports, fact sheets, articles, bill analysis, web content, and other written materials as it relates to EHDI program, infant hearing screening and follow-up.
- Lead dissemination of program data, reports, and findings through peer-reviewed publications, professional conferences, and public policy forums.
- Facilitate and guide discussions with screening sites, hospitals, and diagnostic centers agency leads to ensure appropriate data collection for evaluation.
- Lead and conduct meetings with hospitals, local health departments, audiologists, and otolaryngologists to review and evaluate program activities during scheduled site visits.
- Build and sustain strategic working relationships with diverse, multi-sector public health partners.
- Collaborate and provide audiology follow-up expertise with Department areas including Newborn Screening, Epidemiology, Vital Records, Department of Technology, Management, and Budget (DTMB) and Michigan Care Improvement Registry (MCIR), and others as relevant.
- Serve as a lead contributor and presenter on internal and external EHDI-related projects and workgroups at state and national levels.
- Advise and contribute to section- and division-level workgroups where EHDI follow-up and audiology expertise input is required.

Duty 3

General Summary:

Percentage: 10

Provide subject-matter expertise and management for federally funded EHDI projects.

Individual tasks related to the duty:

- Coordinate and lead the design and implementation of CDC-related workplans associated with Early Hearing Detection and Intervention.
- Serve as the primary liaison and point of contact with CDC project officers, including participation in federal grantee meetings and technical support calls.
- Lead preparation of requests for proposals, program agreements, and evaluation-related materials supporting other state and federal funding for EHDI projects.
- Provide lead expertise in grant monitoring implementation, analyze and monitor program data, preparation of quarterly and annual progress reports, monitoring of budget and financials, and provide response to meet grant conditions and requirements.

Duty 4**General Summary:****Percentage: 5**

Special projects or activities as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned.
- Prepare reports and compose correspondence related to the program.
- Participate in required program, Division and Department meetings and trainings.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position analyzes audiological diagnostic reports and decides on the type of clinical action needed for audiology follow-up. This action determines the necessary steps to be taken by health providers and the parent/guardian relative to the infant's hearing loss. Other independent decisions are made on issues relating to audiology practice, technical assistance, and setting meeting and training times. Those affected by decisions include program and management staff, primary care providers, Early On Coordinators, local audiologists, otolaryngologists, program partner agencies, other department programs, and the public. Decisions affect program strategy, federal reporting, partner performance, and resource allocation.

17. Describe the types of decisions that require the supervisor's review.

Supervisory review is required for program policy and strategy changes, media contacts, report development, new and existing grant workplans and submission, contract approval and policy development, budget decisions

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical activities are primarily within routine computer and office environment conditions and include standing, sitting, reaching, lifting, carrying, walking, bending. Statewide travel required on an intermittent basis, with some out of state with periodic overnight travel. Some lifting and transporting of educational materials and displays.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The EHDI Follow-Up Consultant is primarily responsible for coordinating, designing, implementing and maintaining the follow-up system for the Michigan Early Hearing Detection and Intervention, including the tracking and surveillance system. This position provides advanced audiology consultation and technical assistance as the recognized resource for the division, program staff, and statewide partners for the EHDI program, including diagnostic audiologists, new screening personnel, otolaryngologists, and physician offices. This consultant provides subject-matter expertise and management for federally funded EHDI projects, in addition to audiology screening and diagnosis related to infant hearing. This position also coordinates program evaluation, monitoring, reporting and grant development.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updating the PD to get the most current version on file. No changes to overall duties.

25. What is the function of the work area and how does this position fit into that function?

The Infant Health Unit is responsible for the department's efforts to address the health and service needs of Michigan's infant population. The goals are to reduce infant morbidity, infant mortality and eliminate infant mortality disparity. One focus area within the unit, the Early Hearing Detection and Intervention (EHDI) program, involves the promotion of universal newborn hearing screening, with subsequent diagnosis and early intervention for infants identified with hearing loss. This position provides technical expertise and support of program activities of the EHDI program. The EHDI program is the department's focal point for addressing state goals and objectives related to promoting early hearing detection and intervention.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in speech and hearing, speech pathology, audiology, or audiometry.

EXPERIENCE:

Audiology/Speech Consultant 12

Three years of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant, including one year equivalent to an Audiology/Speech Consultant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

As per the Civil Service Job Specification along with:

- Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies.
- Knowledge of the relationship of state and local health departments to voluntary health programs and providers.
- Knowledge of community organization as related to public health programs and providers.
- Knowledge of the methods used to plan, develop, implement, and evaluate public health programs.
- Knowledge of techniques of dealing with individuals and groups.
- Knowledge of a public health program initiative(s) that has been identified by the agency and accepted by Civil Service as highly complex in nature.
- Ability to recognize, analyze, and recommend solutions to health system needs and problems.
- Ability to participate in planning health programs and developing policies and procedures.
- Ability to identify training needs, as well as plan and conduct training workshops and meetings.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Knowledge of methods used to detect and correct hearing disorders.
- Knowledge of the pathology of hearing and speech disorders.
- Knowledge of instructional methods used to develop a working skill level for technicians screening for hearing problems.
- Knowledge of current techniques/prosthetics used for diagnosis and rehabilitation of individuals with communication disorders.
- Ability to advise and inform community agency staff on matters of program policy techniques and procedures.
- Ability to analyze community needs and to plan and develop hearing/speech screening programs in local communities.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession valid Michigan driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CANDACE EWING

6/11/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date