

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-LABOR AND ECON OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Global Michigan
<b>4. Civil Service Position Code Description</b> Departmental Specialist-2	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> State Refugee Health Coordinator	<b>11. Section</b> Refugee Services
<b>6. Name and Position Code Description of Direct Supervisor</b> CABANAW, BENJAMIN P; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PHILLIPPI, KAREN A; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing, MI / Mon-Fri, 8am – 5pm
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The State Refugee Health Coordinator position will report to and work in close collaboration with the State Refugee Coordinator (SRC) to coordinate refugee health-related activities with the primary goal of ensuring that all refugees resettling in Michigan receive a comprehensive health assessment and care upon arrival into the US, as well as ensure ongoing refugee health wellbeing, and public health safety. The Refugee Health Coordinator (RHC) position will advocate for culturally competent care delivery, quality assurance measures, and will link refugee health and mental health concerns with the mission of other programs within LEO, MDHHS, and the State of Michigan. This will include routine data management using the CDC Electronic Disease Notification (EDN) system and Michigan Disease Surveillance System (MDSS), and data analysis for specific reports required or useful to MDHHS or LEO.</p> <p>The position will develop programmatic objectives, activities, and evaluation measures related to the establishment and maintenance of Michigan’s Refugee Health Program. The RHC must be active at the international, national, state, and local levels in identifying and addressing current health issues and identifying trends among existing and nontraditional refugee groups. The RHC position is a federally mandated role and requires an understanding of public health administration and policies, as well as some epidemiologic background. The position will need to coordinate closely with MDHHS Bureau of Population Health and will interact with other state, federal and community programs as such. This position as State Refugee Health Coordinator is essential in the interpretation of federally mandated Refugee Health Screening Guidelines and their implementation within the screening clinics as well as compliance after the implementation. The position will also require strong leadership, innovative capabilities, organizational skills, and problem-solving skills (through long- and short-term strategies).</p>	

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: 40**

Program oversight and management, providing technical assistance and information to MDHHS Bureau of Epidemiology & Population Health, LEO Office of Global Michigan, refugee resettlement agencies, medical screening providers, and public health entities working with refugee health issues.

**Individual tasks related to the duty:**

- Conduct baseline data and comparisons through EDN and MDSS and other databases available in the state.
- Utilize the data available to support programmatic interventions and initiatives and to consult with the SRC and partners.
- As an EDN user, coordinate analysis and follow up of information obtained from the CDC Division of Global Migration and Quarantine (DGMQ) on refugees entering the U. S. with class A or B medical conditions.
- Produce surveillance reports and fact sheets.
- Present findings and trends at conferences and meetings, for both MDHHS and LEO, as well as externally.
- Conduct special health studies when pockets of need are determined through anecdotal or programmatic observations.
- Disseminate findings of studies in written reports and journal publications.
- Enhance technical skills related to refugee health issues and the ability for refugees to access appropriate health care.
- Provide data for any follow-up and referrals to the partner agencies listed above, as requested.
- Collaborate with the SRC and refugee program staff in meetings and trainings.
- Makes informed recommendations to the State Refugee Coordinator about needs for changes in the refugee health program (physical and mental), based on data collection and analysis.
- Participate in the design of reports and presentation of epidemiologic analysis that meet the needs of local health departments and private providers where refugees are likely to present for health-related issues.
- Determines training needs and provides for those needs related to refugee health, including refugee access to health and health benefits as well as cultural competency.
- Work with LEO OGM grant administration staff to complete federal data reports and provide advisory oversight for all health-related contracts for refugee health screening and health promotion services.

**Duty 2**

**General Summary:**

**Percentage: 30**

Refugee Health Coordination for the medical screening, referrals and follow-up, through program implementation, guidance and evaluation of the effectiveness of public health strategies / interventions to improve refugee health.

**Individual tasks related to the duty:**

- Review, and when necessary develop policies and protocols for completing the initial refugee health assessment for arriving refugees in the U. S.
- Develops and updates procedures to ensure complete and appropriate health (physical and mental health) screenings are provided for refugees and Unaccompanied Refugee Minors statewide.
- Determines the process and flow of information from overseas medical examinations to contracted refugee medical screening providers and ensures providers have access to necessary health and eligibility information.
- Determines process and flow of refugees from arrival to initial screening to the establishment of a medical home, working closely with refugee resettlement agencies and community health centers and mental health providers to ensure coordination, and not duplication, of services.
- Use MDSS refugee module, EDN or other strategies and tools to provide information to appropriate State of Michigan programs when communicable diseases of public health significance, and identified physical or mental disorders that could result in potentially harmful behavior is detected.
- Develop a system to ensure that important preventable and treatable public health problems (including vaccine preventable diseases, malaria, sexually transmitted diseases, and intestinal parasites) are addressed.
- Follow screening protocol according to CDC and/or ORR regulations and evidence-based recommendations for health screening contracts.
- Routinely review and update as needed the Michigan Initial Refugee Health Assessment form in MDSS.
- Ensure educational opportunities for those agencies and health departments contracted to provide the initial refugee health assessment in areas that could potentially need follow up visits or referral to specialized services.
- Through education and awareness, ensure the initiation of vaccinations recommended by the U.S. Advisory Committee on Immunization Practices (ACIP) and those required through school entry per Michigan law.
- Through EDN notification, ensure that follow up and treatment of tuberculosis is initiated when the refugee medical examination indicates a Class A or B medical condition.
- Identify and evaluate health problems of arriving refugees in Michigan resettlement areas.
- Develop and implement program evaluation plans and proposed interventions of identified priority areas.
- Coordinate emergency management plans and ensure refugees are represented in state and local plans.
- In collaboration with the SRC, develop the Refugee Health Plan and Emergency Management Plan to be included in the Refugee State Plan submitted yearly to the Office of Refugee Resettlement.

**Duty 3**

**General Summary:**

**Percentage: 20**

Identify and foster partnerships with relevant stakeholders to form advisory groups and public and private program partners.

**Individual tasks related to the duty:**

- Actively participate in relevant and required emergency preparedness activities.
- Develops and maintains relationships with the federal Office of Refugee Resettlement Division of Refugee Health concerning program performance and grant accountability, as well as changes to the model and/or program determined by ORR.
- Determines best practices and programs of other states that could improve health outcomes or the quality of healthcare (physical and mental) available to refugees in Michigan.
- Work closely with the MDHHS Immunization Program, TB Control Program, HIV/STD, and other relevant chronic and acute programs to ensure specialty referrals are processed for refugees needing access to these services.
- Maintain relationship with the CDC Quarantine Stations, as these Quarantine Public Health Officers are the first line of contact with arriving refugees and immigrants.
- Develop and maintain partnerships with Michigan's refugee resettlement agencies, paying special attention to those in each agency that work with aspects of refugee health and referral services.
- Represent Michigan's refugee health program with the Association of Refugee Health Coordinators (ARHC), participating in ARHC calls and membership.
- Participate in quarterly meetings with the State Refugee Coordinator, refugee resettlement agencies and health screening providers in each area of the state where services are provided including Wayne, Oakland, Macomb, Washtenaw, Kent, Ingham, Kalamazoo, and Calhoun Counties.
- Consult with local refugee communities and service providers to determine refugee health needs and local interests, conditions, and potential barriers.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties related to this project as assigned by the supervisor(s) and in accordance with the established I.A.

**Individual tasks related to the duty:**

- Abide by the mutual activities and reporting requirements outlined in the IA approved by MDHHS and LEO.
- Participate in agency and office/Bureau meetings.
- Attend appropriate state and national meetings and conferences.

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

Decisions related to refugee health initiatives, revision to refugee medical screening forms and protocols, training needs and materials for providers, and new project and quality assurance measures identified during program development.

This position will report to and will work in very close collaboration with the State Refugee Coordinator in LEO's Office of Global Michigan. Decisions and programmatic initiatives affect the work done by both state agencies, local public health departments, and private sector refugee resettlement agencies as well as the health and success of resettling refugees. This position will be initiating new tasks to help foster relationships among entities interested in refugees and their health, as well as developing a framework for the program that meets the needs of the two agencies.

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

- Decisions offered to implement new programs and protocols relating to refugee health and the refugee health program
- Decisions related to the release of data used for presentations, reports, or to apply for funding opportunities.
- Decisions related to funding must be discussed with the SRC, who maintains the state's refugee program budget.

**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.**

Activities in a normal office environment such as long periods of sitting and computer use.

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

All duties identified in questions 14 and 15 above. Essential duties will develop foundational efforts and provide technical support to local and state efforts to improve the health of arriving refugees, while promoting public health safety, by improving access to health care, referrals and specialist follow up, and identifying educational opportunities for those responsible for providing care to refugee populations. These duties will be accomplished through public health programs and interventions.

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

New

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

Michigan's Office of Global Michigan (OGM) supports immigration and immigrant integration initiatives for the state. It works with state agencies that provide services to immigrants and refugees and tries to minimize or eliminate barriers to accessing those state services. OGM analyzes and makes recommendations to the Governor on state and federal policies and programs. OGM partners closely with refugee resettlement agencies, economic development organizations, ethnic service providers, universities, our state Ethnic Commissions, local government entities, and many other organizations around the state. Additionally, it strives to make Michigan a more welcoming state. OGM's work touches the areas of licensing, workforce training, education, housing, healthcare, and quality of life.

Michigan's Refugee Services program housed in OGM ensures culturally and linguistically appropriate services are provided for refugees resettled in the State of Michigan. The office is responsible for the implementation and coordination of a network of services for refugees to address employment, educational needs, social support and integration, services to the elderly, public assistance benefits, health services, and foster care services to unaccompanied minors.

This position provides programmatic and technical public health support to address refugee medical screening requirements, and health issues on the part of the State of Michigan, and its partners. The position will develop a framework for the existing Refugee Health Program, creating and sustaining programmatic goals, objectives, and reporting methods for improving and referring refugee populations to appropriate health care after resettlement and ongoing.

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

**EDUCATION:**

This position has a Selective Position Requirement:

Possession of a master's degree in health policy or a public health related field such as epidemiology, health education; or a master's degree in social work with health care concentration; or a master's degree in public administration with a health care concentration.

**EXPERIENCE:**

**Departmental Specialist 13**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level. Two years of experience as state epidemiologist or public health consultant is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of public health issues, studies and training
- Ability to independently manage a variety of projects while ensuring appropriate tracking, quality control, follow-up and multiple deadlines are met
- Must be able to clearly and effectively express ideas or positions both orally and in writing
- Proficiency in basic web-based reporting mechanisms, Microsoft Office applications specifically Microsoft Word, Access, and Excel.
- Ability to plan, implement, and evaluate health care programs in conjunction with local public health and provider agencies
- Establishes contacts and meets with public and private organizations to assist in designing health care programs and procedures.
- Develops criteria for the evaluation of state and local health program services, and conducts evaluations in cooperation with program staff.
- Prepares requests for proposals, program agreements, required reports, and related materials for soliciting and establishing state supported health programs.
- Maintains records and prepares reports and correspondence related to the work.
- Knowledge of the relationship of state and local health departments to voluntary health and other community health agencies.
- Ability to present data and research results as information useful to decision-makers.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*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.

None

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

SARAH PEARSON

1/14/2021

\_\_\_\_\_  
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