

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 Departmental Specialist-2	10. Division Division of Maternal and Infant Health
5. Working Title (What the agency calls the position) Departmental Specialist 13 - Maternal Infant Health Program (MIHP) Specialist	11. Section Perinatal and Infant Health Unit
6. Name and Position Code Description of Direct Supervisor ROSS, CHERIE N; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Maternal Infant Health Unit
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 functions as the Maternal Infant Health Program (MIHP) program application specialist responsible for the development, oversight, accuracy, and impact of the application on the MIHP statewide. The specialist collaborates with DTMB on the creation of the application and provides guidance, direction, and technical assistance to MIHP agencies statewide, as well as developing, coordinating, and implementing orientation and training specific to the MIHP and the application. The specialist makes recommendations for policy and procedure changes impacting the MIHP agencies statewide, and implements changes through providing training and guidance to agencies across the state.	

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: 60

Program specialist for the development of the MIHP application through collaboration with DTMB and providing guidance and program development for the state-based Maternal Infant Health Program (MIHP). Provide guidance, direction and technical assistance to all statewide (MIHP) agency locations in Michigan.

Individual tasks related to the duty:

- Analyzes MIHP program operations and recommends modifications of policies, procedures, trainings, and technical assistance.
- Collaborates with and coordinates the designing of data and evaluation measures of the MIHP application, MIHP agencies and overall program improvements.
- Consults with MIHP agencies, the Michigan Department of Technology, Management & Budget (DTMB), the Michigan Department of Health & Human Services Health Services Administration (HSA) to assure the MIHP application is gathering information and data necessary for MIHP service provision including Medicaid Health Plan billing.
- Identifies training and technical assistance needs in coordination with MIHP state staff and MIHP local agencies.
- Develops, implements and monitors MIHP application-related trainings, technical assistance, and quality improvement efforts.
- Designs approaches to program and system enhancements in collaboration with MIHP staff, division staff, HSA, DTMB, and other partners.
- Recommends criteria and guidelines to assess MIHP agencies' program structures and determines their compatibility with the MIHP objectives and maternal and infant health priorities.
- Consults and collaborates with state experts to effectively employ and maintain effective mechanisms to gather important maternal and infant health assessment data and evidence-based plan of care interventions.
- Supports and contributes to the division, bureau, and department's maternal and infant health advancement efforts.
- Leads development of policies and procedures related to the Maternal Infant Health Program (MIHP).

Duty 2

General Summary:

Percentage: 30

Develops, coordinates, arranges and implements orientations and trainings for Maternal Infant Health Program (MIHP) team members and agencies.

Individual tasks related to the duty:

- Establishes, administers and evaluates MIHP Application training programs.
- Provides, develops and/or arranges MIHP Application trainings for maternal child health personnel.
- Prepares and delivers MIHP Application virtual and in-person presentations.
- Maintains records and prepare reports and correspondence related to MIHP trainings and related work.
- Maintains and identifies new opportunities for collaborative relationships with local, department, and state experts.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participates in unit, section, division and cross-departmental meetings and trainings.
- Represents the unit, division, and Maternal Infant Health Program (MIHP) on internal and external workgroups, committees, and other partnerships.
- Completes all mandatory departmental trainings by required completion date(s).
- Attends all mandatory departmental meetings and trainings.

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

Examples of independent decisions are made on issues to implement MIHP Application components, technical assistance, and meetings and trainings arrangements.

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

Program policy and strategy changes, conclusions of data analysis or approvals for new approaches and program application.

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.

Requires statewide and occasional out-of-state travel. Also requires some lifting, transporting and transferring of materials to training and presentation locations.

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?

New position

23. What are the essential functions of this position?

Implement and maintain the MIHP application utilized by MIHP agencies statewide. Create and provide training, and ensure that the program is functioning accurately to decrease impacts to the population served.

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

New position.

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

The Division of Maternal and Infant Health is responsible for guiding the department's efforts to address the health and service needs of the state's maternal and infant populations. The goals include advancing healthy births and health improvements in maternal, infant and family health. This position is the MIHP application specialist responsible for development and maintenance of the application used by MIHP agencies statewide.

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

EDUCATION:

Possession of a bachelor's degree in any major.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Knowledge of maternal and infant health status and successful interventions.
- Knowledge of the Michigan Home Visiting system.
- Knowledge of techniques of working with individuals and groups.
- Ability to evaluate programs according to prescribed standards
- Ability to analyze training needs, and plan, develop and promote training programs
- Ability to provide leadership to other professionals in health care and related fields.
- Ability to identify training needs, plan and conduct training workshops and meetings.
- Ability to maintain records and prepare reports and correspondence relate to the work. Ability to communicate effectively.
- Ability to lead and participate in planning training and programs and developing policies and procedures. Ability to travel statewide and out of state.

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:

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

3/12/2026

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

