State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. NURSCSTAA66R

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)** Environmental Health Bureau
4. Civil Service Position Code Description Nurse Consultant-A	**10. Division** Division of Environmental Community Services
5. Working Title (What the agency calls the position) Nursing Case Management Coordinator	**11. Section** Care Coordination Section
6. Name and Position Code Description of Direct Supervisor SURMA, AIMEE; PUBLIC HEALTH CON MGR-FZN	**12. Unit** Nursing Case Management Unit
7. Name and Position Code Description of Second Level Supervisor MEDINA, ANGELA A; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 333 S. Grand Ave, Lansing, MI 48933 / Monday-Friday 8:00 AM to 5:00 PM

14. General Summary of Function/Purpose of Position

The position is a Nurse Consultant in the Care Coordination Section Nursing Case Management Unit. This nurse consultant serves as the expert providing consultation and technical assistance to health care providers and local health departments to assist in cases of children with elevated blood lead levels. The nurse consultant coordinates ongoing improvement of health initiatives, practices and standards related to childhood lead poisoning prevention. Additionally, this position facilitates the development and implementation of lead-related case management responses across Michigan and serves as a lead prevention expert for a 10-county region in Michigan. This person provides nurse expertise and guidance to MDHHS Environmental Health Bureau lead-related efforts around educational events, testing events, and provider education in high-risk communities. This position is housed in the MDHHS Environmental Health Bureau in Lansing.

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:** **35**

Serve as an expert of lead prevention for a 10-county region in Michigan to provide consultation, technical assistance, and case management coordination related to children with elevated blood lead levels.

Individual tasks related to the duty:

- Serve as the expert on elevated blood lead level case management activities, blood lead testing practices and community resources for the 10-county region in Michigan.
- Independently review daily and weekly blood lead testing reports. Identify appropriate clinical nursing and public health decisions based on blood lead values and communicate with appropriate public health entities on required actions.
- As main contact for the 10-county region in Michigan, initiate contact, and build relationships with local health departments and/or other health care providers as needed regarding elevated blood lead cases and provide technical assistance.
- Provide support and technical expertise to local health departments and health care providers around case management activities and managing blood lead levels based on nursing case management program procedures and clinical blood lead testing guidance.
- Maintain records, notes, reports, and correspondence related to case management activities. Ensure nursing activities are appropriately documented in accordance with procedures and policies.
- Use the nurse case management database and blood lead level surveillance data to notify management of significant trends and concerns in elevated blood lead levels.
- Develop public health nursing interventions and procedures for 10- county region s to address identified trends and concerns.

Duty 2

General Summary: **Percentage:** **25**

Design and implement public health education and training activities related to childhood lead poisoning prevention.

Individual tasks related to the duty:

- Independently develop and interpret EBLL nursing case management procedures for the 10-county region based on population assessment and blood lead data.
- Oversee development and implementation of education and training materials to support case management activities, in collaboration with other Environmental Health Bureau programs.
- Disseminate and interpret MDHHS CLPPP lead screening and testing recommendations to health care providers and other MDHHS program staff (Medicaid, MIHP, WIC, etc.).

Duty 3

General Summary: **Percentage:** **20**

Apply and implement quality improvement strategies for case management initiatives.

Individual tasks related to the duty:

- Develop policies and standards of nursing practice related to childhood lead services and ensure the diversity of individuals and populations is addressed appropriately.
- Adapt EBLL procedures and practices to changing program needs and health initiatives, based on evaluation, assessment and evidence-based clinical guidance.
- Design and implement EBLL intervention programs for lead-related projects administered through local health partners.
- Develop and implement quality improvement projects related to EBLL case management activities including but not limited to documentation in nursing case management database, conducting care coordination, and educating health care providers.
- Maintains liaison with other public health professionals, community agencies, and interested parties relative to program review and appraisal and problem resolution.
- Participate in conferences and workshops with federal, state, and local health departments and professional associations relative to health care problems, current solutions, and resources.

Duty 4

General Summary: **Percentage:** **10**

Facilitate collaborations and foster communications among internal and external partners to improve lead poisoning prevention efforts.

Individual tasks related to the duty:

- Collaborate with local health departments, health care providers, and MDHHS program staff updated clinical and evidence-based guidance for nursing case management and lead poisoning prevention activities.
- As the expert for lead poisoning prevention, identify and engage community partners within 10-county region to promote lead poisoning prevention activities and available lead services.
- Serve as identified resource for case management and lead poisoning prevention efforts related to statewide lead response activities.
- Participate in meetings, trainings, and collaborative initiatives to ensure interventions are tailored to community and population needs.
- Provide guidance and recommendations related to nursing andenvironmental public health concerns.

Duty 5

General Summary: **Percentage:** **5**

Perform administrative and reporting activities necessary to support program operations.

Individual tasks related to the duty:

- Independently prepare reports, summaries, and program documentation.
- Maintain accurate case management and program records in accordance with program procedures and nursing licensure guidelines.
- Monitor compliance with program policies and procedures, develop and implement interventions to meet standards if compliance is a concern.
- Support coordination with Environmental Health Bureau programs and activities through assisting with tracking and reporting program outcomes and trends related to lead activities.

Duty 6

General Summary: **Percentage:** **5**

Perform related duties as assigned to support the goals and mission of MDHHS and the Environmental Health Bureau.

Individual tasks related to the duty:

- Conduct additional duties as required.
- Represent the best interests of MDHHS in all activities.
- Support special projects and emerging public health activities as the expert for lead nursing case management and blood lead testing practices and community resources for the 10-county region in Michigan.

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

This position independently reviews blood lead testing data, identifies trends and high-risk situations, determines appropriate health science interventions, develops education strategies, and provides technical guidance to local health departments and providers. Independent decisions affect children and families impacted by elevated blood lead levels, local health departments, health care providers, and statewide public health response activities.

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

The supervisor provides input and guides the following:

- Any action that has public policy implications
- New initiatives that are being undertaken
- Selection of agencies and individuals to participate in program efforts
- Allocation of funds
- Communication with the media
- Major public health concerns
- Highly sensitive communications

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.

Minimal physical activities are required for this position other than extensive telephone communication, deskwork, reading, and very significant computer work. Travel across the state to provide technical assistance to agencies as needed and to participate in planning meetings is an expectation of this position. Some out of state and overnight travel may be required when attending national meetings and conferences.

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):

N	Complete and sign service ratings.	N	Assign work.

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This position:
- Reviews blood lead testing reports and nursing case management activities.
- Provides technical assistance to local health departments and health care providers.
- Develops educational initiatives.
- Supports implementation of quality improvement activities.
- Maintains records and documentation.
- Supports statewide childhood lead poisoning prevention activities.
- Provides opportunity for all eligible children to accept elevated blood lead nursing case management services.

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

New establishment.

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

The Division of Environmental Community Services is dedicated to improving the health and wellbeing of Michigan citizens by promoting safe and healthy home environments through comprehensive home-based intervention programs, lead certifications and regulations, public education and outreach, and statewide partnership. The Care Coordination Section Nursing Case Management Unit supports statewide childhood lead poisoning prevention and response activities through coordination, technical assistance, education, and public health nursing interventions. This position provides nursing expertise and coordination to support the Environmental Health Bureau’s efforts to reduce childhood lead exposure and improve outcomes for affected children and communities.

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 nursing, public health, or a health field.

EXPERIENCE:

Nurse Consultant 12
Three years of professional experience in clinical specialization, teaching, supervision, administration, or consultation, including two years of post-master's degree experience; or, one year equivalent to a Nurse Consultant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

• Knowledge of general nursing principles, practices, and standards.
• Knowledge of medical, social, dietary, rehabilitation, and environmental services related to lead poisoning.
• Knowledge of educational and social service agencies related to local health care.
• Knowledge of Michigan’s public health system.
• Effective oral and written communication skills.
• Strong organizational skills and attention to detail.
• Ability to manage multiple assignments and priorities.
• Ability to analyze data and develop intervention strategies.
• Ability to collaborate effectively with internal and external stakeholders.

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:

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.

LIBERTY IRWIN 10/22/2026

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**