

**State of Michigan
Civil Service Commission**

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

Position Code

1. PBHLCSTAB19R

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 Public Health Consultant-A	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) BOLD Program Coordinator	11. Section Injury and Violence Prevention
6. Name and Position Code Description of Direct Supervisor COOPER, ALEXIS; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Dementia and Healthy Brain Unit
7. Name and Position Code Description of Second Level Supervisor BOWSER, NINA R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut St, Lansing, MI 48933 / 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the Michigan Building Our Largest Dementia (BOLD) Infrastructure Program within the Dementia and Healthy Brain Unit. This position is responsible for the following areas: 1) serve as lead consultant overseeing and coordinating all Michigan BOLD Program strategies; 2) provide project management for all grant components, including partnership development, subcontracts, evaluation, financial management, and adherence to all federal grant reporting; 3) responsible for participation in the integration of evidence-based dementia, dementia risk reduction and healthy brain topics within other section, division and department, such as the Behavioral Physical Health and Aging Services Administration (BPHASA) programs and 4) provide consultation on Alzheimer's Disease and Related Dementias (ADRD) and overall dementia risk reduction (for primary, secondary and tertiary prevention) to internal and external partners.

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: 70

Serves as the recognized resource consultant to oversee and coordinate all day-to-day program oversight of the Michigan BOLD Program including all programmatic, financial and all grant components.

Individual tasks related to the duty:

- Lead the development of annual work plan, performance and evaluation plan, and annual budget to ensure that all grant requirements are met, including the development and review of annual progress reports annual grant applications.
- Coordinate day to day activities of the BOLD Program.
- Lead and track Alzheimer's Disease and Related Dementia program sponsored educational offerings and public health campaigns.
- Coordinate communication with key program stakeholders and subcontract management.
- Develop and lead all work plan annual activities and ensure completion and compliance with stated objectives and outcomes.
- Participate in any funder meetings, requests, and grantee site visits (in-state and out of state).

Duty 2

General Summary:

Percentage: 20

Participates in the integration of evidence-based Alzheimer's' Disease and Related Dementia (ADRD), dementia risk reduction, and health brain topics within other section, division and other programs, such as Behavioral Physical Health and Aging Services Administration (BPHASA) programs.

Individual tasks related to the duty:

- Work closely with the state funded Dementia Program Consultant and the Unintentional Injury Prevention Consultant on consistent messaging on dementia risk reduction (focusing on primary, secondary and tertiary prevention), healthy brain, including brain injury prevention strategies.
- Advance and coordinate ADRD, dementia risk reduction and healthy brain strategies within the Division of Chronic Disease and Injury Control programs, including providing subject matter expertise to programs on messaging, educational offerings, data, and community-clinical linkages.
- Seek representatives from the Division of Chronic Disease and Injury Control to offer their insights, health messages, data, and resources to better inform BOLD program strategies and activities and connect people with ADRD and their care partners to chronic disease prevention and management resources.
- Regularly meet and align work with the BPHASA on ADRD, dementia risk reduction and healthy brain strategies to ensure a coordinated, comprehensive approach within the department.

Duty 3

General Summary:

Percentage: 10

Provide consultation on ADRD, dementia risk reduction, and healthy brain strategies to internal and external partners.

Individual tasks related to the duty:

- Provide subject matter expertise and resources such as data briefs, educational resources, meeting participation, and presentations to internal and external partners on ADRD, dementia risk reduction, and healthy brain strategies.
- Stay up to date on latest evidence-based practices on ADRD, dementia risk reduction and healthy brain strategies.
- Participate in any unit, section, division and department cross cutting work on healthy brain initiatives, chronic disease prevention and control, health equity activities, and social determinants of health initiatives.
- Other duties as assigned.

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

The coordinator will function independently regarding communication, technical assistance to partners and funded agencies/sub-contractors; development of problem solving approaches; budget and work plan review and recommendations; assistance in contract management activities; development of statewide public health approaches to ADRD and dementia risk reduction; documentation of relevant reports, correspondence; collaborating with other groups and organizations and planning and scheduling meetings. Independent judgement is needed to explore new and sustain community partners to working collaboratively on ADRD, dementia risk reduction and healthy brain strategies, create and/or disseminate any project materials and reports, and utilize project management skills. The work of the Michigan BOLD Program is to build the infrastructure of a public health dementia program within the State of Michigan

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

Development and revision of budget, work plan, evaluation and subcontracts; travel and presentation requests; some correspondence, federal grant reports; media contacts, and department preference for hierarchy of tasks when conflicting priorities co-exist.

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.

May require occasional physical effort for transporting display and/or education material, supplies and some travel for within in partner meeting conferences and out of state grantee site visit 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?

Please see duties 1-3.

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 function of the Injury and Violence Prevention Section is to promote public health prevention approaches to reduce morbidity, mortality, and risk behaviors related to dementia, unintentional and intentional injuries among Michigan residents. The BOLD Program Coordinator functions as the recognized resource in implementing statewide prevention strategies related to ADRD, dementia risk reduction and healthy brain activities. It is the long-term grant outcome that work on these specific strategies will impact ADRD risk factors, increase early detection and awareness, and decrease morbidities for people living with ADRD.

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 public health, health communication, health services administration, community development, urban planning, population and health sciences, international studies, political science, health policy or a public health related field such as nursing, epidemiology, health education, health economics, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in social work; master's degree in counseling; master's degree in education or special education with specialization in blind/visual disabilities; or a master's degree in public or business administration with a health care concentration.

EXPERIENCE:

Public Health Consultant 12

Three years of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant, including one year equivalent to a Public Health Consultant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Must have knowledge of the principles and practices of public health and the principles of program planning, field consultation and evaluation. Ability to set goals and work in a multi-disciplinary team, need minimum day to day oversight, have excellent verbal, interpersonal, and problem-solving skills. Must be able to recommend solutions to public health problems and be able to prepare in the development and evaluation of prevention programs and report writing. Must have the ability to establish priorities, coordinate activities, and resolve conflicts. Experience in maintaining relationships with multiple partners and be able to work with a variety of key stakeholders, including local, state, and federal agency staff, contractors, funding agencies, and the general public.

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:

A valid vehicle operator's license is preferred to attend off-site meetings, conferences, and trainings.

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

Appointing Authority

4/25/2024

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