

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: PBHLCSTEB13R

Civil Service Class and Level: Public Health Consultant-E

Working Title (What the agency calls the position): Local Health Support Coordinator

Name and Position Code Description of Direct Supervisor: COLE, COURTNEY M; PUBLIC HEALTH CONSLTNT MGR-2

Department/Agency: MDHHS-COM HEALTH CENTRAL OFF

Bureau (Institution, Board, or Commission): Environmental Health

Division: Environmental Community Services

Section: Care Coordination Section

Unit: Lead Testing Support Unit

Work Location (City and Address)/Hours of Work: 333 S. Grand Avenue, Lansing, MI 48933 / Monday - Friday 8:00 AM to 5:00 PM

General Summary of Function/Purpose of Position: This position serves as the Local Health Support Coordinator for the Division of Environmental Community Services and serves as a resource for technical assistance on childhood lead poisoning prevention efforts, primarily lead testing support strategies. The coordinator performs a range of duties involving grant and contract management, program planning, data review, and technical assistance to internal and external stakeholders. Work includes developing workplans, reviewing grant agreements, monitoring contract performance, and supporting implementation

of programmatic activities that reduce childhood lead exposure increase childhood lead testing.

Assigned duties and tasks for each duty.

Duty 1: The Local Health Support Coordinator organizes activities related to childhood lead poisoning prevention efforts, primarily lead testing support strategies for LHDs and other program partners.

- Provide technical assistance and consultation to local health department staff, and other relevant contractors and partners in facilitating implementation of the Childhood Lead Poisoning Prevention Program grants.
- Assist with local and state childhood lead poisoning prevention program efforts including work with contractors.
- Attend state and local (and potentially national) meetings/conferences to better understand key, advances in childhood lead poisoning prevention and disseminate related information to interested parties and key decision-makers.
- Work collaboratively and effectively with both internal and external partners, including at local and state levels, that represent programs and initiatives geared toward the prevention of childhood lead poisoning.
- Understanding health equity, existing health disparities, and social determinants of health in the populations of people, the Care Coordination Section serves and incorporating strategies to reduce the burden of childhood lead poisoning in these populations.
- Assist in the development, implementation, oversight, and evaluation of special projects and programs related to the multiple factors that may contribute to the prevention of childhood lead poisoning.
- Plan, promote, and participate in conferences and workshops that address issues related to the primary prevention of childhood lead poisoning as needed.
- Participate in relevant stakeholder meetings and provide consultation to assist with planning, implementation, and evaluation activities.

Duty 2: Support additional state and federally funded childhood lead poisoning prevention activities within the Care Coordination Section.

- Work closely with CLPPP Program Coordinator to advance implementation of program strategies.
- Coordinate with internal partners, including programs within the Division of Environmental Community Services and other units within MDHHS, to support integrated lead prevention strategies and strengthen cross-program collaboration on public health initiatives.
- Apply and implement continuous quality improvement methods to enhance program design, contract management, and service delivery.
- Record, track, and report outcomes associated with lead testing prevention strategies, including training and educational activities, and provide regular updates to unit leadership.

Duty 3: Other duties as assigned.

- Help prepare requests for proposals, program agreements and related materials for soliciting and establishing state supported health programs at the local level.
- Assist in grant application processes.
- Assist in developing tools, techniques, and reports when assigned.
- Plan programs and initiatives related to the prevention of childhood lead poisoning.
- Attending other team meetings to support childhood lead poisoning prevention and control activities.
- Maintain records and prepare reports and correspondence related to work, as needed.
- May perform related essential functions appropriate to this job classification and other non-essential functions as required.

Types of decisions made independently and whom or what those decisions affect: Decisions regarding: (1) use of time on a day-to-day basis; (2) promotion of evidence-based strategies and interventions, (3) approval of workplans and financial status reports from contractors.

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

Physical effort used to perform this job and environmental conditions of this position: 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.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Organize activities related to childhood lead poisoning prevention efforts, primarily lead testing support strategies for LHDs and other program partners.

Support additional state and federally funded childhood lead poisoning prevention activities within the Care Coordination Section.

Assist the Lead Testing Support Unit and Care Coordination Section with other assigned duties as needed.

The function of the position's work area and how it fits 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. This position serves as the Local Health Support Coordinator for the Lead Testing Support Unit within the Care Coordination Section within Michigan Department of Health and Human Services Environmental Health Bureau. Primary duties of this position include grant and contract management, program planning, data review, and technical assistance to internal and external stakeholders. Work includes developing workplans, reviewing grant agreements, monitoring contract performance, and supporting implementation of programmatic activities that reduce childhood lead exposure increase childhood lead testing.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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 9

No specific type or amount is required.

Public Health Consultant 10

One year of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant 9.

Public Health Consultant P11

Two 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 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Ability to identify relationships that affect health in a community (e.g., relationships among health departments, community-based agencies, hospitals, health centers primary care providers).
- Knowledge of assessing the use of public health informatics in developing, implementing, evaluating, and improving policies, programs, and services.
- Ability to recognize, analyze, and recommend solutions to health system needs and problems.
- Ability to recognize ways diversity influences policies, programs, services, and the health of a community.
- Ability to facilitate collaboration and coordination among public and private health programs to initiate health and wellness initiatives.
- Ability to advocate for policies, programs, and resources that improve health in a community.
- Ability to explain the importance of evaluations for improving policies, programs, and services.
- Knowledge of community organization as related to public health programs and providers.
- Knowledge of the methods used to plan, develop, implement, and evaluate population health programs.
- Knowledge of the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences).
- Ability to participate in planning health programs and developing policies and procedures.
- Ability to use knowledge of population health programs to prepare promotional and educational literature, organize events, and assist in the conduct of promotional, training or educational programs.
- Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies.
- Ability to train health professionals to promote and implement health related initiatives.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.

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