

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 Child and Adolescent Health
5. Working Title (What the agency calls the position) Medicaid Outreach & Oral Health Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor FARRELL, CHRISTINE M; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Oral Health
7. Name and Position Code Description of Second Level Supervisor TARRY, CARRIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work WSB, 109 W. Michigan, Ave., 5th floor, Lansing, MI 48909 / 40 hours per week
14. General Summary of Function/Purpose of Position	
<p>The Medicaid Outreach and Oral Health Specialist is the subject matter expert who establishes and administers programs for two distinct program areas. The position is responsible for establishing and administering the Medicaid Outreach program with the state's 45 local health departments. This individual establishes program policies and procedures related to Medicaid Outreach. The position collects and analyzes program data and recommends standards and guidelines to assess agencies program structures to determine their compatibility with the objectives of the Medicaid Outreach program.</p> <p>The position analyzes program operations and data related to the Oral Health Kindergarten Assessment program. The specialist collects and maintains the oral health assessment data necessary to meet program reporting and evaluation. The specialist designs and implement methods for program review and data analysis and acts as a technical advisor with industry, community groups, schools, professional organizations and/or governmental agencies to coordinate the oral health assessment data and data analysis. The position also acts as a liaison with other agencies, program areas, and employees to coordinate departmental programs.</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: 45**

Establish and administer the Local Health Department Medicaid Outreach and Enrollment Program.

Individual tasks related to the duty:

- Coordinate all aspects of the statewide Local Health Department Medicaid Outreach and Enrollment Program.
- Provide consultation and technical assistance to LHDs providing Medicaid Outreach and enrollment activities as outlined in the current MSA Bulletin. Communicate any policy changes to LHDs as needed.
- Work with Medicaid Policy staff to answer local questions, meet technical assistance needs and provide presentations on Medicaid Outreach and Enrollment as outlined in the current MSA Bulletin.
- Review and approve annual budgets, quarterly financial status reports and a final expenditure report for all 45 LHDs implementing the program.
- Assure all LHDs complete annual reports and other reporting requirements as needed.
- Serve as a liaison between Local Health Departments, the Public Health Administration, and the Medical Services Administration (MSA) to troubleshoot and forecast needs as appropriate.
- Attend the LHD Administrators Forum, providing updates, answering questions, and providing overall direction to Finance Directors within Local Health Departments as it related to the LHD Medicaid Outreach Program.

Duty 2

General Summary: **Percentage: 45**

Coordination of program operations and data related to the Oral Health Kindergarten Assessment program.

Individual tasks related to the duty:

- The specialist collects and maintains the oral health assessment data necessary to meet program reporting and evaluating.
- The specialist designs and implement methods for program review and data analysis.
- Coordinates with DTMB and other agencies around data collection and database development
- Acts as a technical advisor with local health departments, schools, dental professionals, health professional organizations and/or governmental agencies to coordinate the oral health assessment data and data analysis.
- Reviews the annual school enrollment data from the state website to develop projections for annual school screenings
- Design and implement methods for program review of oral health data, evaluation and cost analysis

Duty 3

General Summary: **Percentage: 10**

Act as a liaison with other agencies, program areas, and employees to coordinate departmental programs.

Individual tasks related to the duty:

- Represent the Oral Health Unit and the Division of Child & Adolescent Health on internal and external workgroups and advisory councils to develop and build strategic partnerships related to Medicaid outreach and engagement, maternal and child health, oral health, school health, chronic disease and other relevant programs.
- Represent the division at local health department meetings. Identify strategic issues and priorities within local health and share with colleagues in the Oral Health unit and the Division of Child & Adolescent Health. Make programmatic changes and improvements as indicated.
- 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.

Scheduling of technical assistance, consultations, trainings and in-services and issues requiring professional judgment. Individuals affected include local health department administrative and clinical staff, schools, oral health care professionals, Medicaid and managed care staff. Staff from other departments, such as education may also be affected. The development of program work plans, budgets and local match requirements, and program evaluation.

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

The supervisor will provide input and guide the following:

- Any action that has public policy implications
- New initiatives that are being undertaken
- Allocation of funds
- Communication with the media
- Approval of contracts

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.

Some physical activities, such as lifting and transporting educational materials and displays, are required for this position. In addition, extensive telephone communication, deskwork, reading, and 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 in and out of state and overnight travel may be required when attending national meetings, conferences and providing technical assistance to programs. Position involves meeting multiple deadlines and assignments in a fast-paced environment with frequent deadlines in short periods.

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?

Yes

23. What are the essential functions of this position?

This position will

- Function as the staff specialist and subject matter expert on issues related to Medicaid Outreach and Enrollment along with programmatic activities related to data collection for the Kindergarten Oral Health Assessment program. This position will provide consultation and technical assistance to the local health departments, Head Start programs, schools, Medicaid and health professionals involved with Medicaid Outreach and Oral Health program activities.
- Be responsible for program management, consultation, monitoring, report writing and data collection and reporting as well as assists with budget development, program planning, and policy and procedure development for the Medicaid Outreach and Enrollment program.
- This subject matter expert will develop and provide trainings along with dissemination of educational materials, reports and other documents to enhance awareness regarding the Medicaid Outreach program and develop data collection materials and other documents for the Kindergarten Oral Health Assessment program.
- Perform other duties as assigned

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 MDHHS Oral Health program increases access to oral health care through oral health education and prevention programs and is the department's focal point for addressing state goals and objectives related to promoting oral health. The Oral Health Program collaborates with Medicaid, the Michigan Oral Health Coalition, local health departments, community partners, state and professional agencies and organizations, and other stakeholders to improve the oral health of the underinsured and uninsured across the lifespan. The focus of the oral health program is population-based oral health prevention strategies and effective utilization of the dental workforce to implement and improve oral health access. A comprehensive oral health surveillance system provides data for oral health and related physical health indicators. An evaluation system monitors outcomes and quality assurance and documents the economic impact of prevention interventions. Programs include SEAL! Michigan school-based/school-linked dental sealant program, the VARNISH Michigan!, Michigan Dental Program, Perinatal Oral Health, Workforce Infrastructure and Capacity (PA 161 program and Mobile Dentistry), and Community Water Fluoridation. The Medicaid Outreach and Oral Health specialist will establish and administer the Medicaid Outreach program along with analyzing program operations and data related to the oral health kindergarten assessment program.

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 - 15

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 the operational and technical problems involved in the administration of a specialized program.
- Skills in organization, written and verbal communications and a thorough knowledge of issues pertaining to public health administration and oral health.
- Ability to coordinate state and local program activities; train professional staff and local health department personnel regarding oral health; and maintain favorable relations with colleagues both internal to the department and external.
- Ability to handle numerous tasks simultaneously and work under short time frames.
- Ability to coordinate work efforts involving multiple disciplines and multiple statewide agencies and local agencies.
- Knowledge of and skill in interpreting and monitoring federal mandates related to program components.

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

3/8/2023

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