

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-Com Health Central Off
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Health and Wellness
<b>4. Civil Service Position Code Description</b> Public Health Consultant-A	<b>10. Division</b> Chronic Disease and Injury Control
<b>5. Working Title (What the agency calls the position)</b> WISEWOMAN Intervention Consultant	<b>11. Section</b> Cancer Prevention and Control
<b>6. Name and Position Code Description of Direct Supervisor</b> Ottenwess, Kristina L; Public Health Consultant Mgr-2	<b>12. Unit</b> Services Coordination Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Jones, Akia; State Administrative Manager-1	<b>13. Work Location (City and Address)/Hours of Work</b> 320 S. Walnut, Lansing, MI. / 40 hours, Monday-Friday

**14. General Summary of Function/Purpose of Position**

This advanced position serves as the intervention specialist consultant for Michigan's WISEWOMAN (Well Integrated Screening & Evaluation for Women Across the Nation) Program, a complex public health program which provides low income, uninsured, or underinsured women between the ages of 35 and 64 with screening and referrals to community-based services. In addition, the program has a health-systems change component that promotes the use of electronic health records (EHR) to discover undiagnosed hypertension, the use of team-based care, and the use of bi-directional referrals. This advanced consultant position is the recognized resource and provides technical assistance and consultation to local WISEWOMAN contractors and partners, who implement healthy behavior support services focused on reducing risks for many chronic diseases, encouraging healthy lifestyles, and addressing the social determinants of health. This includes training local agency staff to promote and implement evidence-based interventions. This consultant assists community-based agencies and partners with continuous quality improvement processes and projects as well as local program evaluation. This consultant assists with sub-recipient monitoring and performs other duties as assigned. This consultant works with the WISEWOMAN team to implement evidence-based interventions as well as the health systems change strategies noted above to increase the number of people receiving preventive services and improve overall care of patients with chronic disease.

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: 50**

Serving as the recognized resource as the intervention consultant for Michigan's complex WISEWOMAN Program. Trains local agency staff to promote and implement evidence-based strategies that will not only benefit program participants but others within the health system. Provides technical assistance and consultation to local WISEWOMAN contractors and partners who implement healthy behavior support services focused on reducing risks for many chronic diseases and encouraging healthy lifestyles.

**Individual tasks related to the duty:**

- Assists local agencies by sharing various types of appropriate interventions for selected risk factors.
- Assists agencies in the recruitment of providers, who can help clients to overcome barriers and promote healthier lifestyles.
- Participates in routine site visits and communicates regularly with local contractors to assess needs and provide consultation when appropriate
- Leads local agency performance reviews.
- Acts as a resource to local agencies on using electronic health records for bi-directional feedback between the agency and MDHHS as well as between the agency and community resources
- Arranges for WISEWOMAN Program orientation training for all appropriate local agency staff.
- Plans and conducts continuous education at each agency and/or at centrally located sites.
- Provides technical assistance, consultation and training related to health system change and evidence-based strategies.
- Provides training and technical assistance to local agencies to implement CDC required evidence-based strategies: 1) Use electronic health records (EHR) to track and monitor clinical measures shown to improve healthcare quality and identify patients with hypertension, 2) Implement team-based care to reduce CVD risk with a focus on hypertension control and management, and 3) Link community resources and clinical services that support bi-directional referrals, self-management, and lifestyle change for women at risk for cardiovascular disease.
- Conduct Quality Improvement activities with local agencies and assist with local program evaluation activities.
- Collaborate with the Program Evaluator to develop, track and report evaluation metrics and program outcomes.
- Develops tools and health education resources that help local agencies provide services to WISEWOMAN participants.

**Duty 2**

**General Summary:**

**Percentage: 15**

Leads local agencies and collaborates with Cancer Section staff on health equity and social justice and the social determinants of health.

**Individual tasks related to the duty:**

- Collaborate with WISEWOMAN team to integrate health equity and social justice into program initiatives.
- Explore recruitment strategies that reach populations that are often missed.
- Support alternate care models and agency workflows that reduce the need for multiple appointments and bridge cultural gaps.
- Regularly gather input from local partners to make program level improvements to better meet the needs of high-priority target groups.
- Advocate for accessible resources that increases program participation.
- Builds health equity and social justice and social determinants of health into existing training and into technical assistance meetings.

**Duty 3**

**General Summary:**

**Percentage: 20**

As a member of the WISEWOMAN team, this advanced consultant works on grant related reporting and communication with the funder and assists with sub-recipient monitoring of local agencies and contractors.

**Individual tasks related to the duty:**

- Participates in routine conference calls with CDC Program Consultants.
- Participates in CDC site visits.
- Attends and participates in CDC and MDHHS sponsored trainings and conferences.

- Participates in the preparation of federal and state summary reports and Federal Grant applications.
- Reviews reports from local agencies and contractors.
- Assists in the development of WISEWOMAN Grant Funding Opportunity (GFO) that are distributed to potential contractors.
- Participates in the review of RFPs and provides input into the development of local contract agreements.

**Duty 4**

**General Summary:**

**Percentage: 10**

This consultant develops and maintains partnerships and collaborates with programs within the Section, the Division, and with external organizations.

**Individual tasks related to the duty:**

- Collaborates with other programs in the Cancer Prevention and Control Section to implement strategies to impact individual behavior as well as environmental approaches, health systems change, and policy change.
- Develops and maintains partnerships and collaborates with other Sections in the Division of Chronic Disease Control and Injury Prevention as related to the WISEWOMAN program, including the Cardiovascular Health, Nutrition and Physical Activity Section, the Tobacco Section, and other Chronic Diseases Sections.
- Develops and maintains partnerships and collaborates with external organizations in order to promote the health and well-being of WISEWOMAN participants.

**Duty 5**

**General Summary:**

**Percentage: 5**

The position performs other duties as assigned.

**Individual tasks related to the duty:**

- Presents posters, oral presentations, and written documents to share outcomes of the WISEWOMAN Program.
- Serves on committees and workgroups within the Cancer Section as needed.
- 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.**

This Public Health Consultant is responsible for decision-making about appropriate interventions that can help reduce risks for many chronic diseases, encourage healthy lifestyles and address the social determinants of health. These decisions and related consultation will impact relevant local contractors who serve women participating in Michigan's WISEWOMAN Program, which is a complex public health program. This individual is also responsible for responding to local agency WISEWOMAN needs as requested. These decisions will affect the operation and quality of Michigan's WISEWOMAN Program and potentially the related Breast and Cervical Cancer Control Program at local, state, and federal levels.

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

Guidance will be requested from the WISEWOMAN Program Director and/or the supervisor when issues emerge which are above the technical abilities, can affect program policies, involve funding, or relate to CDC grant requirements.

**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.**

Must be able to transport boxes of materials and laptop computers to onsite agency visits. Some in-state travel should be expected. Travel may include attendance at CDC-sponsored meetings and training in Atlanta and other locations, visits to participating agencies, and participation in community events to conduct outreach. Travel requiring at least one overnight stay may occur.

**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 advanced position serves as the intervention consultant for Michigan's complex WISEWOMAN Program which provides low income, uninsured, or underinsured women between the ages of 35 and 64 with screening and referrals to community-based services. This advanced consultant position provides technical assistance and consultation to local WISEWOMAN contractors and partners, who implement healthy behavior support services focused on reducing risks for many chronic diseases, encouraging healthy lifestyles, and addressing the social determinants of health. This includes training local agency staff to promote and implement evidence-based interventions. This consultant assists community-based agencies and partners with continuous quality improvement processes and projects as well as local program evaluation. This consultant assists with sub-recipient monitoring and performs other duties as assigned. This consultant works with the WISEWOMAN team to implement evidence-based interventions to increase the number of people receiving preventive services and improve overall care of patients with chronic disease.

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

Minor edits to tasks were made.

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

The Cancer Prevention and Control Section (CPCS) plans, implements, and evaluates statewide programs to promote cancer prevention and reduce cancer morbidity and mortality. The WISEWOMAN Program is a complex federally funded chronic disease prevention and screening program administered through local agencies. The WISEWOMAN Program serves low income, uninsured, or underinsured women between the ages of 35 and 64. Development and maintenance of formal partnerships with a wide variety of local and state agencies, institutions, and organizations is a federal requirement for the program, as is quality assurance and improvement of clinical services, recruitment of low-income women, provision of appropriate interventions based on a woman's risk factors, tracking of each woman, and submission of data to CDC on services received by women participating in the program. Periodic reports are required by CDC. This advanced intervention specialist is responsible for assisting local partners and contractors in the implementation of appropriate WISEWOMAN interventions and CDC required evidence-based strategies.

**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 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 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, post-master's 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 and experience in public health and of community public health agencies and their relationship with voluntary and other community agencies. Must understand complex issues related to statewide public health care programs. Familiarity with local health delivery systems is a plus but not required. Must be familiar with health intervention methods. Must be able to work well with other people, including state staff, contractors, local agency staff, and funding agencies. Must possess effective oral and written and presentation skills. Must possess basic computer competencies in Microsoft Office.

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.***

\_\_\_\_\_  
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