

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. AUDSCSTAA01R

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 AUDIOLOGY SPCH CONSULTANT-E	10. Division Maternal and Infant Health
5. Working Title (What the agency calls the position) Audiology Speech Consultant 9-11	11. Section Perinatal and Infant Health
6. Name and Position Code Description of Direct Supervisor KOVALCHICK, KIMBERLY A; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Infant Health
7. Name and Position Code Description of Second Level Supervisor THOMPSON, DANIEL H; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

This position serves as the Follow-Up Consultant for the Michigan Early Hearing Detection and Intervention (EHDI) program within the Infant Health Unit. The Follow-Up Consultant promotes national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks to ensure that infants and young children with hearing loss are able to receive early hearing detection and intervention services. This role is responsible for ensuring follow-up tracking surveillance of failed hearing screens of infants. This role provides audiology consultation and technical assistance for infants and for the division relative to audiology screening and diagnosis related to infant hearing. Statewide EHDI partners include diagnostic audiologists, new screening personnel, otolaryngologists, parents, physician offices and other public health partners. The consultant regularly collaborates with several other State of Michigan agencies and other areas of the Michigan Department of Health and Human Services. The consultant provides subject-matter expertise and support on federally funded EHDI projects.

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: 55

Provide follow-up tracking surveillance of failed hearing screens.

Individual tasks related to the duty:

- Assist with program role to monitor EHDI program data and accomplishment of national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks.
- Apply knowledge of pathology of hearing and speech disorders, methods used to detect and correct hearing disorders, and clinical methods used in the development of local screening programs for hearing/speech.
- Review and analyze screening and intervention reports as well as diagnostic audiology reports on infants who failed the hearing screen and provide technical assistance for strategies for intervention.
- Review follow-up diagnostic reports on infants who failed the hearing screen.
- Search reports/data base to identify infants whose results have not been obtained; search other sources to identify possible leads for infants lost to follow-up
- Contact providers, physicians, audiologists, local Early On representatives, parents and public health partners to ensure follow-up diagnostic and intervention services.
- Collect qualitative information, including focus groups, surveys, and key informant interviews as additional elements as needed.
- Use equitable and culturally responsive design standards to guide and evaluate program strategies.
- Lead and conduct meetings with partners within the Department to coordinate data collection integration and data improvements including Newborn Screening, Epidemiology, Vital Records, Department of Technology, Management, and Budget (DTMB) and Michigan Care Improvement Registry (MCIR), and others as relevant.

Duty 2

General Summary:

Percentage: 30

Provide audiology consultation and technical assistance for infants and for the division relative to audiology screening and diagnosis related to infant hearing.

Individual tasks related to the duty:

- Provide training, consultation and technical assistance to medical professionals and other professionals (i.e., diagnostic audiologists, new screening personnel, otolaryngologists, physician offices, hospitals, and other public health partners) to promote national 1-3-6 month universal newborn hearing screening, diagnostic, and intervention benchmarks and ensure that infants and young children with hearing loss are able to receive early hearing detection and intervention services.
- Provide audiology staff support to the Early Hearing Detection and Intervention program advisory committee.
- Independently prepare and oversee the development of presentations, reports, fact sheets, articles, bill analysis, web content, and other written materials as it relates to EHDI program, infant hearing screening and follow-up.
- Assist with efforts to update audiology screening and diagnostic protocols with input from advisory committee of pediatric audiology professionals across Michigan.
- Conduct provider training and activities to promote universal newborn hearing screenings, diagnostics, and intervention.
- Provide expert consultation to the development of educational materials, policy recommendations documents, and other resources for partners.
- Act as the web liaison for program web page, develop and review web content.
- Disseminate program data, reports, and findings through peer-reviewed publications, professional conferences, and public policy forums.
- Lead and conduct meetings with hospitals, local health departments, audiologists, and otolaryngologists to review and evaluate program activities during scheduled site visits.
- Present on EHDI-related projects at state and national levels.
- Advise and contribute to section- and division-level workgroups where EHDI follow-up and audiology expertise input is required.
- Collaborate with Departmental areas including Newborn Screening, Epidemiology, Vital Records, Department of Technology, Management, and Budget (DTMB) and Michigan Care Improvement Registry (MCIR), and others as relevant.

Duty 3**General Summary:****Percentage: 10**

Provide subject-matter expertise and support for federally funded EHDI projects.

Individual tasks related to the duty:

- Support and implement grant workplans from the Centers for Disease Control and Prevention or other similar associated with Early Hearing Detection and Intervention.
- Serve as a point of contact with project officers, including participation in federal grantee meetings and technical support calls.
- Prepare requests for proposals, program agreements, and evaluation-related materials supporting other state and federal funding for EHDI projects as required.
- Assist in grant implementation, analysis and monitoring of program data, preparation of quarterly and annual progress reports, monitoring of budget and financials, and responses to meet grant conditions and requirements.

Duty 4**General Summary:****Percentage: 5**

Special projects or activities as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned.
- Prepare reports and compose correspondence related to the program.
- Participate in required program, Division and Department meetings and trainings.

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

This position analyzes audiological diagnostic reports and decides on the type of clinical action needed for audiology follow-up. This action determines the necessary steps to be taken by health providers and the parent/guardian relative to the infant's hearing loss. Other independent decisions are made on issues relating to audiology practice, technical assistance, and setting meeting and training times. Those affected by decisions include program and management staff, primary care providers, Early On Coordinators, local audiologists, otolaryngologists, program partner agencies, other department programs, and the public. Decisions affect program strategy, federal reporting, partner performance, and resource allocation.

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

Supervisory review is required for program policy and strategy changes, media contacts, report development, new and existing grant workplans and submission, contract approval and policy development, budget decisions

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.

Physical activities are primarily within routine computer and office environment conditions and include standing, sitting, reaching, lifting, carrying, walking, bending. Statewide travel required on an intermittent basis, with some out of state with periodic overnight travel. Some lifting and transporting of educational materials and displays.

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):

☐ Complete and sign service ratings.

☐ 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?

The EHDI Follow-Up Consultant is primarily responsible for conducting follow-up tracking surveillance of failed hearing screens of infants. This position provides audiology consultation and technical assistance for infants and for the division, as well as collaborating with all partners. Statewide EHDI partners include diagnostic audiologists, new screening personnel, otolaryngologists, parents, physician offices and other public health partners. The consultant regularly collaborates with several other State of Michigan agencies and other areas of the Michigan Department of Health and Human Services. The consultant provides subject-matter expertise and support on federally funded EHDI projects.

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

N/A

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

The Infant Health Unit is responsible for the department's efforts to address the health and service needs of Michigan's infant population. The goals are to reduce infant morbidity, infant mortality and eliminate infant mortality disparity. One focus area within the unit, the Early Hearing Detection and Intervention (EHDI) program, involves the promotion of universal newborn hearing screening, with subsequent diagnosis and early intervention for infants identified with hearing loss. This position provides technical expertise and support of program activities of the EHDI program. The EHDI program is the department's focal point for addressing state goals and objectives related to promoting early hearing detection and intervention.

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 speech and hearing, speech pathology, audiology, or audiometry.

EXPERIENCE:

Audiology/Speech Consultant 9

No specific type or amount is required.

Audiology/Speech Consultant 10

One year of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant.

Audiology/Speech Consultant P11

Two years of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant, including one year equivalent to an Audiology/Speech Consultant 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As per the Civil Service Job Specifications along with:

Ability to plan, coordinate, and expedite multiple concurrent work projects, exercise independent judgment in evaluation-related activities, and communicate effectively with internal staff and external partners. Ability to recognize how diversity and health inequities influence policies, programs, services, and population health outcomes, and to explain the importance of evaluation for improving policies, programs, and services.

Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies. Knowledge of the relationship of state and local health departments to voluntary health programs and providers. Knowledge of community organization as related to public health programs and providers. Knowledge of the methods used to plan, develop, implement, and evaluate public health programs. Knowledge of methods used to detect and correct hearing disorders. Knowledge of the pathology of hearing and speech disorders. Knowledge of instructional methods used to develop a working skill level for technicians screening for hearing problems. Knowledge of current techniques/prosthetics used for diagnosis and rehabilitation of individuals with communication disorders. Ability to advise and inform community agency staff on matters of program policy techniques and procedures. Ability to analyze community needs and to plan and develop hearing/speech screening programs in local communities

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 Michigan driver's license and ability to travel.

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.

N/A

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