Michigan Public Health Institute
Position Description

Title: Michigan Home Visiting Initiative Outreach Consultant

Employee Name: TBD

Supervisor: Nancy Peeler, MDHHS

Purpose: This position oversees the development and implementation of a centralized access pilot projects (hub) for home visiting in several communities across Michigan. The position also provides support and technical assistance to communities and home visiting programs regarding effective strategies for working with families regarding outreach, enrollment, engagement and retention, as means to achieve home visiting outcomes.

Duties and Responsibilities:

Home Visiting Hub pilot projects
- Work with communities that have received funding to pilot centralized/coordinated access (hubs) by assisting in the development of local interagency agreements and policies for the operation of the centralized/coordinated entity, as well as development of policies for referrals to connect families with home visiting services that best meet their needs while honoring family preferences.
- Document the process used by the participating communities as they build the infrastructure to support a centralized/coordinated outreach, access, referral, and follow-up system to inform additional communities that replicate the system.
- Support and conduct sub-recipient monitoring activities of Hub contracts, including review of fiscal documents and workplans, and conducting site visits.
- Participate in and plan technical assistance opportunities related to best practices in developing centralized intake/access.

Outreach, enrollment, engagement and retention
- Assist communities and home visiting programs/providers to develop systems that support collaborative outreach and enrollment efforts across home visiting programs.
- Provide technical assistance regarding the development, implementation, and quality improvement of outreach plans; plans should be grounded in research and best practice, build upon current community data, incorporate equity and social determinants, and incorporate input from families that participate in home visiting.
- Encourage participating sites to seek partnerships with appropriate sectors of the health care system and other early childhood and community-based partners.
- Provide technical assistance regarding partnership building and coordination.

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• Coordinate with other home visiting project staff to provide guidance and feedback regarding local strategies/marketing materials and efforts in support of outreach, enrollment, engagement, and retention.
• Develop and share knowledge and skills for effective family engagement and retention in home visiting in support of family outcomes.

General support
• Participate in state-level committees designed to help monitor and improve state implementation of home visiting projects and infrastructure.
• Support grant applications and reporting, meeting preparation, continuous quality improvement, and other activities as required.

Qualifications/Requirements:

Education:
Possession of a master's degree in public health or a public health related field such as nursing, health education; a master's degree in public administration with a concentration in health care administration; a master's degree in social work with concentration in community organizations/settings; master's degree in counseling with concentration in community agencies.

Experience:
• One or two years of professional, post-master’s experience in a field related to home visiting or outreach to high need populations is preferred.
• Knowledge of prevention focused home visiting programs and methods of effective approaches to support outreach, enrollment, engagement, and retention.
• Knowledge of community organization as related to public health/human service/early childhood programs and providers.
• Knowledge of the methods used to plan, develop, implement, and evaluate public health and early childhood programs.
• Knowledge of the techniques of working effectively with individuals and groups.
• Ability to recognize, analyze, and recommend solutions to service system needs and problems.
• Ability to participate in planning programs and development of policies and procedures.
• Ability to coordinate state and local program activities.
• Ability to maintain records, and prepare reports and correspondence related to the work.
• Ability to communicate effectively with others.

Important Skills and Characteristics:
• Must have excellent written and verbal communication skills.

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• Must be comfortable and able to work independently with a wide range of computer applications.
• Must be able to handle multiple tasks and assignments.
• Possession of a valid Michigan Driver’s License.

Work Environment and Physical Requirements:

Typical office environment.

Responsibility for the work of others:

No assigned responsibility.

Required Communication

<table>
<thead>
<tr>
<th>Contact Person/Group</th>
<th>Frequency</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Manager</td>
<td>Daily</td>
<td>Supervision</td>
</tr>
<tr>
<td>Other MDCH Staff</td>
<td>Daily</td>
<td>Assistance</td>
</tr>
<tr>
<td>General Public, Public health professionals</td>
<td>Daily</td>
<td>Assistance</td>
</tr>
</tbody>
</table>

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature________________________________________ Date_________________
Employee Signature

Signature_________________________________________ Date_________________
Supervisor or Program Director

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