**To Be Completed By Human Resources**

 Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Salary Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Michigan Public Health Institute**

**Position Description**

**Title:**  SE MI Hepatitis A Outbreak Outreach Coordinator

**Employee Name:**

**Supervisor:** Terri Adams, Section Manager, Division of Immunization

**Purpose:**  This position will support hepatitis A activities in SE Michigan to assist and implement comprehensive immunization outreach efforts at the local and state levels. To support Michigan Department of Health and Human Services (MDHHS) in coordination of all hepatitis outreach activities occurring in affected counties in SE Michigan and support the vaccination needs of external partners. This is a state funded position that is temporarily funded. The work location for this position will be in the Cadillac Building in the City of Detroit.

**Duties and Responsibilities:**

1. Assist in coordination in comprehensive immunization strategies in the public and private sectors and advocate for vaccinations with a focus on individuals with high risk conditions.
2. Collaborate and coordinate activities with the Hepatitis A Coordinator in the Division of Immunization Lansing Office.
3. Coordinate onboarding of clinics who can serve high risk individuals.
4. Do on-site reviews of clinics enrolled to assure proper storage and handling of vaccine as well as proper accountability of vaccines.
5. Transport vaccines and provide logistical support to vaccine clinics when needed.
6. Monitor and work in conjunction with Division of Immunization Epidemiologists on the uptake of hepatitis immunizations in the Michigan Care Improvement Registry (MCIR)
7. Support utilization of MCIR by providers, health systems, health plans, pharmacies, and other health care settings by community vaccinators
8. Support outreach by LHDs to under-vaccinated areas or adult populations
9. Expand the number MI-AVP-enrolled providers in the state program who serve at risk populations
10. Educate providers and the general public on the MI Vaccine Replacement Program and other financial assistance programs for adult hepatitis A vaccine
11. Collaborate with health care professional organizations throughout the state as well as existing MDHHS programs on expanding outreach efforts to increase vaccination uptake
12. Maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant to the hepatitis outbreak, with Division approval

**Qualifications/Requirements:**

**Education:** Possession of a bachelor’s degree in health education, health communications, public health, nursing, social work, epidemiology, or a health-related field. Master in public health preferred.

**Experience:** A minimum of one or more years of related work experience in health communications, community education, public health, community outreach and immunizations.

**Important Skills and Characteristics:**  Excellent oral and written communications. Able to work well in team situations. Self-motivated, able to complete work in timely manner, and handle multiple tasks at one time with minimal supervision. Proficiency in Microsoft Office applications.

**Work Environment and Physical Requirements:** Job may require moderate physical effort including lifting materials and equipment of <50# and involves viewing a CRT or VDT screen 25% to 75% of the time. Standard office environment. Valid vehicle operator’s license required. Job may require evening or late night hours when needed to support duties of the position.

**RESPONSIBILITY FOR THE WORK OF OTHERS:**

No assigned responsibility.

**IMPACT ON PROJECTS, SERVICES AND OPERATIONS**

This position will assist MDHHS and LHDs to improve the uptake, distribution and awareness of hepatitis A vaccinations during the current hepatitis A outbreak in Michigan. This position will promote a comprehensive immunization message, including the importance vaccines across the affected regions. Further, this position will coordinate efforts between departments or other community partners to encourage public awareness of recommendations, education, treatment and prevention.

**REQUIRED COMMUNICATION**

**Contact Person/Group Frequency Purpose**

Bob Swanson/Immz daily supervision

Terri Adams/Immz daily supervision

Heidi Loynes/Immz daily coordination/education

Rachel Potter/Immz as needed coordination/MCIR data

Cristi Bramer/Immz as needed coordination/MCIR data

VFC Coordinator TBD/Immz as needed coordination/VFC

Bea Salada/Immz as needed coordination/MCIR

Jalyn Ingalls/Immz as needed coordination/flu messaging

Field Representatives/Immz as needed coordination/feedback

“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