**Michigan Public Health Institute**

**Position Description**

**Title:**  Public Health Improvement Specialist

**Employee Name:** TBN

**Supervisor:**  Angela Precht

**Purpose:** The Public Health Improvement Specialist position provides expertise, consultation, and technical support for a variety of public health projects within the Center for Healthy Communities (CHC). The Public Health Improvement Specialist comprehensively supports public health improvement projects from development to implementation and reporting, including internal support within project teams and communication and support to external partners and stakeholders.

This position will involve a high level of interaction with a variety of partners and stakeholders in implementing public health improvement and innovation. The Public Health Improvement Specialist will foster collaborative relationships, and will be involved in coaching and supporting cross-sector teams in quality improvement, health assessment and improvement planning, strategic planning, and other system-level health improvement initiatives. The position requires a dynamic individual with strong facilitation skills who will collaborate with staff, external partners, and clients.

**Duties and Responsibilities:**

* **Implementation of Project Activities:** Provides autonomous and proactive contributions to a variety of public health improvement projects. Applies assessment, planning, evaluation, quality improvement, and other tailored frameworks within community-based settings from start-up to closeout, including project design, implementation, ongoing reporting, final reporting, and dissemination. Independently prepares and reviews project-related documents, trainings, and other written materials as needed. Supports all projects in a dynamic, responsive manner.
* **Support of Community Partners:** Leads the development, design, and creation of products and processes that support public health partners with implementing assessment, planning, evaluation, quality improvement and other health improvement initiatives. Develops and coordinates presentations, facilitation, and coaching activities, as appropriate. Exercises professionalism, skill, and comfort in interfacing with community partners, clients, and potential clients.
* **Continuous Learning:** Remains current on emerging best and promising practices in public health improvement, health innovation, healthcare practice and policy, and community health programming. Identifies community/public health system needs and identifies promising solutions at the system, agency, program, and practice level.
* **Involvement in Project Development:** Remains current on literature in areas that are relevant to the program (CHC), public health systems and partners, and current projects. Participates in project development activities, including the identification, conceptualization, writing and production of proposals. Conducts and writes literature reviews to inform proposals. Identifies, creates, and nurtures relationships with partners and identifies opportunities for collaboration on potential new projects.
* **Administrative/MPHI Responsibilities:** Corresponds with team members, clients and subcontractors, funding agencies, and project partners on an ongoing basis. Travels as needed both in-state and out-of-state. Maintains a positive, strong, credible, professional interpersonal relationship with all parties of MPHI projects, and represents the best interest of MPHI at all times. All other duties as assigned.

**Qualifications/Requirements**

**Education:** Master’s degree in relevant field (i.e. public health, education, public administration, sociology, or other degree areas) required.

**Experience:** Minimum of 3 years of experience in public health-related setting including community and health system transformation/improvement, group facilitation, and collaborative initiatives.

**Important Skills and Characteristics:**

* Ability to work under pressure and develop solutions to meet tight schedules without compromising project goals or contract requirements.
* Ability to interact at a high level with project staff, project partners, and key stakeholders to achieve common interests.
* Ability to communicate well with all types of partners.
* Strong leadership and analytical skills.
* Ability to complete project tasks independently and request support and oversight from project lead/coordinator as needed.
* Demonstrated skill in establishing and maintaining cooperative working relationships with providers, federal and state agencies, co-workers, management, and individuals from a wide array of cultural, political, educational, socio-economic, geographic, and linguistic backgrounds; communities; and state and federal agencies.
* Understanding of frameworks for health assessment and improvement planning, quality improvement, and/or strategic planning.
* Professional, courteous, dependable, and strong attention to detail, with strong customer service orientation.
* Ability to analyze project needs and reprioritize tasks on an ongoing basis – both of self and of team members.
* Excellent interpersonal skills and written and oral communications skills with demonstrated experience facilitating group processes.
* A positive attitude and professional demeanor; interest in learning and mastering new information and skills; flexibility and adaptability to a fast-paced work environment.
* Maturity, self-awareness, and accountability are required to execute this position.

**Work Environment and Physical Requirements:** Must be able to work in a standard office environment, including working with PCs for the majority of the work day. The job requires minimum to moderate physical lifting of materials and equipment of 50 pounds or less, and requires viewing a CRT or VDT 60% to 80% of the time. May require valid vehicle operator’s license and/or travel. Occasional in-state travel required (less than 10%).

**RESPONSIBILITY FOR THE WORK OF OTHERS:**

No assigned responsibility.

**IMPACT ON PROJECTS, SERVICES, AND OPERATIONS**

This position has a direct impact upon the operation and timely completion of CHC projects. This position has substantial impact on the integrity and quality of MPHI products and activities. Competent performance in this position has a substantial impact on the integrity and professional reputation of MPHI, including meeting the needs of MPHI clients in a timely manner, maintaining professional relationships, and enhancing the potential for future contracts with clients.

**REQUIRED COMMUNICATION**

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| **Contact Person** | **Frequency** | **Purpose** |
| Project Lead/Coordinator | Daily | Task assignment, guidance, and feedback |
| Project Staff | Daily | Project task collaboration |
| Supervisor | Bi-Weekly | Professional guidance, development, and feedback |
| External Project Partners | As Needed | Coordinating project activities, training/technical assistance, and sharing information |

“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