

Community Lead Advocate

Reports to: Field Supervisor

Department: Detroit Health Department

Classification: Full-time

Division: Maternal and Child Health

Date: March 13, 2018

Approved: Joneigh Khaldun, MD, MPH, FACEP;
Director & Health Officer

Hourly Rate: \$21.56

SUMMARY:

Under general supervision, the Community Lead Advocate provides support services to children with elevated blood lead levels to reduce, control, and prevent continued exposure.

ESSENTIAL FUNCTIONS:

- View and print EBLL reports.
- Complete a home visit according to established protocol.
- Attend health fairs and provide lead screening and education.
- Provide health information on lead poisoning including sources of exposure, medical management, health and developmental effects and nutritional recommendations.
- Conduct lead screening/testing.
- Emphasize the need for re-testing and provide parents with a schedule for re-testing.
- Provide nutrition education.
- Teach parents how to identify lead hazards within the home.
- Provide parents with information on control of identified lead hazards including wet cleaning.
- Provide parents with information on lead abatement programs through MDHHS and City of Detroit.
- Documentation in program database system, project management tool and paper records.
- One year experience in home care, community health, or related field as a Community Health Worker.
- Participate in emergency preparedness exercises.
- Respond during a public health emergency, if needed.
- Other duties assigned by supervisor.

POSITION COMPETENCIES:

Analytical/Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, and environment).
- Uses quantitative and qualitative data.
- Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs).

Policy Development/Program Planning

- Contributes to implementation of organizational strategic plan.

Communication Skills

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy).
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings).
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, and letters).
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences).
- Describes the diversity of individuals and populations in a community.
- Describes the ways diversity influences policies, programs, services, and the health of a community.
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.

Community Dimensions of Practice Skills

- Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community.
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services.

Financial Planning and Management Skills

- Operates programs within budget.
- Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline).

- Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- Uses evaluation results to improve program and organizational performance.

Leadership and Systems Thinking

- Describes ways to improve individual and program performance.

QUALIFICATIONS:

High School Diploma, GED, and/or Associate's Degree.

Experience as Community Health Worker/Advocate preferred.

Requires interpersonal and communication skills to work with children and parents/guardians.

Knowledge of City Departments, Health and Human Services agencies, Qualified Health Centers and Community Based Organizations at the local and state levels.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Must be presently authorized to work in the United States on a full time basis. Possess and maintain a valid operator's license and proof of insured automobile. Must have available and reliable transportation. This position requires travel by the employee in private vehicle to various locations.

Completion of HIPAA training within thirty (30) days of hire.

Completion of Emergency Preparedness training to include, but not limited to FEMA ISC 100, 200, 700 and 800 and others as required by department staff.

DISTINGUISHING CHARACTERISTICS: None.

Social Worker – Lead Case Management

Reports to: Program Manager–
Lead Case Management

Department: Detroit Health Department

Classification: Full-time

Division: Maternal and Child Health

Date: March 13, 2018

Approved: Joneigh Khaldun, MD, MPH, FACEP;
Director & Health Officer

Hourly Rate: \$27.64

SUMMARY:

Under general supervision, the Social Worker – Lead Case Management is responsible for the coordination of services for children with elevated blood lead levels who are receiving case management. This position requires knowledge of housing resources and experience coordinating medical and human services.

ESSENTIAL FUNCTIONS:

- Assist families with relocation resources, securing housing, basic needs, medical and mental health services including linkages to job training access, and public benefits where eligible.
- Collaborate with hospital and clinic social worker to ensure coordination of care and resources for hospitalized cases.
- Develop and maintain relationships with families and local service providers, participate in community meetings pertaining to services for families.
- Provide health information on lead poisoning prevention, exposure and treatment and other family-centered resources.
- Follow up with families to ensure knowledge and access to available health and human services.
- Work with Community Advocates and Nurses to coordinate care for families.
- Provide referrals to appropriate agencies for identified needs.
- Assist families during crisis and apply conflict resolutions skills.
- Competence in the use of Electronic Medical Record (EMR) and other reporting databases.
- Response during a public health emergency event is required for this position, including duties not normally performed.
- Provide assistance with other Health Department human services operations as needed.
- Participate in emergency preparedness exercises.

- Respond during a public health emergency event, if needed.
- Other duties assigned by supervisor.

POSITION COMPETENCIES:

Analytical/Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, and environment).
- Uses quantitative and qualitative data.
- Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs).

Policy Development/Program Planning

- Contributes to implementation of organizational strategic plan.

Communication Skills

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy).
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings).
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, and letters).
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences).
- Describes the diversity of individuals and populations in a community.
- Describes the ways diversity influences policies, programs, services, and the health of a community.
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.

Community Dimensions of Practice Skills

- Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community.

- Provides input for developing, implementing, evaluating, and improving policies, programs, and services.

Financial Planning and Management Skills

- Operates programs within budget.
- Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline).
- Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- Uses evaluation results to improve program and organizational performance.

Leadership and Systems Thinking

- Describes ways to improve individual and program performance.

QUALIFICATIONS:

Experience working in public health and/or human services.

Bachelor's degree in social work (LBSW preferred). Minimum two year experience of case management experience and knowledge of community resources. Requires interpersonal and communication skills to work with children and parents/guardians. Knowledge of City Departments, Health and Human Services agencies, Qualified Health Centers and Community Based Organizations at the local and state levels.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Must be presently authorized to work in the United States on a full time basis. Possess and maintain a valid operator's license and proof of insured automobile. Must have available and reliable transportation. This position requires travel by the employee in private vehicle to various locations.

Completion of HIPAA training within thirty (30) days of hire.

Completion of Emergency Preparedness training to include, but not limited to FEMA ISC 100, 200, 700 and 800 and others as required by department staff.

DISTINGUISHING CHARACTERISTICS: None.

Registered Nurse – Case Management

Reports to: Program Manager–
Lead Case Management

Department: Detroit Health Department

Classification: Full-time

Division: Maternal and Child Health

Date: March 13, 2018

Approved: Joneigh Khaldun, MD, MPH, FACEP;
Director & Health Officer

Hourly Rate: \$33.17

SUMMARY:

Under general supervision, the Registered Nurse – Case Management provides case management services to children with elevated blood lead levels to reduce, control, and prevent continued exposure.

ESSENTIAL FUNCTIONS:

- Complete nursing case management and home visits according to established protocol.
- Provide health information on lead poisoning prevention, exposure, and treatment and other family-centered resources.
- Conduct home visit assessments and reinforce teaching around areas of concern identified during assessments.
- Conduct lead screening/testing.
- Emphasize the need for re-testing and provide parents with a schedule for re-testing.
- Assess nutritional status, eating patterns, and food intake. Make appropriate nutritional referrals based on assessment.
- Complete a developmental screening.
- Teach parents how to identify and prevent lead hazards within the home.
- Provide referrals to appropriate agencies for identified needs.
- Coordinate communication and services with primary care and other health care providers which includes advising on recommended course of treatment and other case management findings.
- Provide parents with information on lead abatement resources.
- Competence in the use of Electronic Medical Record (EMR) and other reporting databases.

- Provide assistance with other Health Department clinical operations including immunizations and children special health care services as needed.
- Participate in emergency preparedness exercises.
- Respond during a public health emergency event, if needed.
- Other duties assigned by supervisor.

POSITION COMPETENCIES:

Analytical/Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, and environment).
- Uses quantitative and qualitative data.
- Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs).

Policy Development/Program Planning

- Contributes to implementation of organizational strategic plan.

Communication Skills

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy).
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings).
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, and letters).
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences).
- Describes the diversity of individuals and populations in a community.
- Describes the ways diversity influences policies, programs, services, and the health of a community.
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.

Community Dimensions of Practice Skills

- Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community.
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services.

Financial Planning and Management Skills

- Operates programs within budget.
- Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline).
- Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- Uses evaluation results to improve program and organizational performance.

Leadership and Systems Thinking

- Describes ways to improve individual and program performance.

QUALIFICATIONS:

Experience in hospital or acute care setting as a Registered Nurse (RN). One year experience in home care, community health, or related field as a Community Health Nurse. Bachelor's degree in Nursing preferred. Requires interpersonal and communication skills to work with children and parents/guardians. Knowledge of City Departments, Health and Human Services agencies, Qualified Health Centers and Community Based Organizations at the local and state levels.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Must be presently authorized to work in the United States on a full time basis. Possess and maintain a valid operator's license and proof of insured automobile. Must have available and reliable transportation. This position requires travel by the employee in private vehicle to various locations.

Completion of HIPAA training within thirty (30) days of hire.

Completion of Emergency Preparedness training to include, but not limited to FEMA ISC 100, 200, 700 and 800 and others as required by department staff.

DISTINGUISHING CHARACTERISTICS: None.

Field Supervisor – Lead

Reports to: Program Manager –
Lead Case Management

Department: Detroit Health Department

Classification: Full-time

Division: Maternal and Child Health

Date: March 13, 2018

Approved: Joneigh Khaldun, MD, MPH, FACEP;
Director & Health Officer

Hourly Rate: \$28.75

SUMMARY:

Under the supervision of the Project Manager, the Field Supervisor will assist with implementing policies and procedures for outreach activities to prevent exposure to lead-based hazards. Responsibilities will focus on the day-to-day operations and oversight of outreach team to ensure provision of services in accordance with needs, policies, procedures, and regulatory requirements. Field Supervisor will ensure that outreach team provides timely environmental assessments, cleaning demonstrations, linkages and coordination related to child and family needs. The Field Supervisor will oversee outreach efforts to increase knowledge and awareness of lead and other housing-related hazards.

ESSENTIAL FUNCTIONS:

- Ensure outreach visits occur according to established protocol.
- Provide environmental information on lead poisoning prevention, exposure and treatment and other family-centered resources.
- Manage outreach team to conduct environmental assessments and reinforce teaching around areas of concern identified during assessments.
- Develop materials and training to team members to teach parents how to identify and prevent lead and housing-related hazards, and information on lead abatement resources.
- Develop and deliver program training modules and provide ongoing training to outreach team.
- Coordinate communication with Project Manager and referral resources, including but not limited to abatement and elevated blood lead investigation.

- Coordinate partnership engagement with collaborative partners working on lead and housing-related issues.
- Responsible for keeping Project Manager updated on current issues and/or problems related to the program operations.
- Knowledge of lead hazards, abatement and interim controls.
- Responsible for overseeing team of Community Advocates.
- Competence in the use of Electronic Medical Record (EMR) and other reporting databases.
- Participate in emergency preparedness exercises.
- Respond during a public health emergency event, if needed.
- Other duties assigned by supervisor.

POSITION COMPETENCIES:

Analytical/Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, and environment).
- Interprets quantitative and qualitative data.
- Identifies assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs).

Policy Development/Program Planning

- Implements strategies for continuous quality improvement.

Communication Skills

- Assesses the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy).
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Selects approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings).
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, and press interviews).
- Communicates the roles of governmental public health, health care, and other partners in improving the health of a community.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences).
- Describes the diversity of individuals and populations in a community.

- Recognizes the ways diversity influences policies, programs, services, and the health of a community.
- Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community.
- Advocates for a diverse public health workforce.

Community Dimensions of Practice Skills

- Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services).
- Uses community input for developing, implementing, evaluating, and improving policies, programs, and services.

Financial Planning and Management Skills

- Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff).
- Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline).
- Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- Uses evaluation results to improve program and organizational performance.

Leadership and Systems Thinking

- Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results).
- Advocates for the role of public health in providing population health services.

QUALIFICATIONS:

At least three (3) years of experience in environmental health or related field. Previous supervisory experience. Bachelor's Degree in related field. Requires interpersonal and communication skills to work with children and parents/guardians. Knowledge of City Departments, Health and Human Services agencies, Qualified Health Centers and Community Based Organizations at the local and state levels.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Must be presently authorized to work in the United States on a full time basis. Possess and maintain a valid operator's license and proof of insured automobile. Must have available and reliable transportation. This position requires travel by the employee in private vehicle to various locations.

Completion of HIPAA training within thirty (30) days of hire.

Completion of Emergency Preparedness training to include, but not limited to FEMA ISC 100, 200, 700 and 800 and others as required by department staff.

DISTINGUISHING CHARACTERISTICS: None.

Program Manager–Lead Outreach

Reports to: Director & Health Officer

Department: Detroit Health Department

Classification: Full-time

Division: Maternal and Child Health

Date: March 13, 2018

Approved: Joneigh Khaldun, MD, MPH, FACEP;
Director & Health Officer

Hourly Rate: \$41.47

SUMMARY:

Under the supervision of the Director and Health Officer and working closely with the Division of Maternal and Child Health, the Program Manager will oversee all aspects of implementation of a pilot project aimed at proactively engaging families in Detroit around lead hazards and connecting them to clinical, case management, and home abatement programs. The Project Manager will develop and implement policies and procedures for neighborhood-based in-home outreach activities to prevent exposure to lead-based hazards. Responsibilities include quality assurance, data management, budget oversight, personnel management, and ensuring that the program is implemented in a timely and effective manner.

ESSENTIAL FUNCTIONS:

Program Implementation

- Ensure outreach visits conducted according to established protocol.
- Ensure outreach team conducts appropriate environmental assessments and appropriate follow up.
- Ensure outreach team performs appropriate education, testing and follow up.
- Ensure team receives appropriate training.
- Coordinate partnership engagement with collaborative partners working on lead and housing-related issues.
- Responsible for keeping Health Officer updated on current issues and/or problems related to the program operations, and coordinating with leadership in the Division of Maternal and Child Health.

- Supervises and assists with annual revision of program operations manual, policies and procedures.
- Performs quality assurance and data management for program; ensuring efficient program execution.

Team Development and Supervision

- Cultivate a team culture that is dedicated to achieving excellence in programming and policy to advance program goals.
- Propose and participate in ongoing professional education and team development.

Project Development

- Aid in the establishment of new primary prevention lead outreach project within the strategic framework of the department and the division alongside the Division of Maternal and Child Health.

Fiscal Management

- Monitor administration of funds.

Quality Improvement

- Promote best practices in health education, training, facilitation, and excellence in community health education and promotion.

Communications and Stakeholder Engagement

- Maintain effective working relationships with community based organizations, healthcare systems, program funders, partners, and evaluators.
- Represent the department in meetings and initiatives with external stakeholders.
- Identify public, private, and community stakeholder engagement opportunities as necessary to advance health promotion goals and department mission.

Other

- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Competence in the use of Electronic Medical Record (EMR) and other reporting databases.
- Participate in emergency preparedness exercises.
- Respond during a public health emergency event, if needed.
- Other duties assigned by supervisor.

POSITION COMPETENCIES:

Analytical/Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, and environment).
- Interprets quantitative and qualitative data.

- Identifies assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs).

Policy Development/Program Planning

- Implements strategies for continuous quality improvement.

Communication Skills

- Assesses the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy).
- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
- Selects approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings).
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, and press interviews).
- Communicates the roles of governmental public health, health care, and other partners in improving the health of a community.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences).
- Describes the diversity of individuals and populations in a community.
- Recognizes the ways diversity influences policies, programs, services, and the health of a community.
- Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community.
- Advocates for a diverse public health workforce.

Community Dimensions of Practice Skills

- Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services).
- Uses community input for developing, implementing, evaluating, and improving policies, programs, and services.

Financial Planning and Management Skills

- Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff).

- Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline).
- Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view).
- Uses evaluation results to improve program and organizational performance.

Leadership and Systems Thinking

- Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results).
- Advocates for the role of public health in providing population health services.

QUALIFICATIONS:

The Lead Outreach Program Manager should take initiative, be a strong communicator, engage actively in discussion, and remain intellectually agile. Strong written, verbal, interpersonal, organizational, and communication skills are required. Must have at least 3 years of experience in project management and demonstrated experience in data management and quality assurance. Understanding of children’s public health services preferred. Must demonstrate the ability to work well with state and city personnel, health care professionals, and the general public. Additionally, candidate must be proficient in Microsoft Office Suite (Word, PowerPoint, and Excel).

Successful candidate will hold a Master’s degree in Public Health, Business Administration, Health Science Administration or other related field, with experience in public health program management and working in community outreach programs.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Must be presently authorized to work in the United States on a full time basis. Possess and maintain a valid operator’s license and proof of insured automobile. Must have available and reliable transportation. This position requires travel by the employee in private vehicle to various locations.

Completion of HIPAA training within thirty (30) days of hire.

Completion of Emergency Preparedness training to include, but not limited to FEMA ISC 100, 200, 700 and 800 and others as required by department staff.

DISTINGUISHING CHARACTERISTICS: None.