

Michigan Public Health Institute Position Description

Title: Michigan Home Visiting Initiative Model Consultant

Employee Name: TBD

Supervisor: Tiffany Kostelec, Manager, Home Visiting Unit

Purpose: This position will provide contract monitoring, per MDHHS requirements, of programmatic activities to local Nurse Family Partnership (NFP) home visiting programs funded through MDHHS to ensure state contract expectations are met. The Home Visiting Model Consultant will work within the Michigan Home Visiting Initiative within the Department of Health and Human Services (MDHHS), with regard to specific prevention-focused home visiting models for at-risk pregnant women and families with young children.

Duties and Responsibilities:

- Provide sub-recipient monitoring, per MDHHS requirements, of programmatic activities to local Nurse Family Partnership (NFP) home visiting programs funded through MDHHS to ensure state contract expectations are met.
- Support programs to ensure adherence to model specific fidelity standards.
- Serve as a liaison between the Michigan Home Visiting Initiative and the Maternal Infant Health Program.
- Contribute to the overall planning and implementation of the state's Home Visiting Initiative
- Work with program staff to analyze and develop procedures to integrate the model into the broader Early Childhood and Home Visiting Systems.
- Participate in grant development/writing, conference planning, and other MHVI activities as identified by the manager.
- Maintains a positive, strong, credible, professional and interpersonal relationship with all parties relevant of MDHHS/MPHI projects, and represent the best interest of MDHHS/MPHI at all times.

Qualifications/Requirements:

Education: Master's degree preferred in nursing, public health, or a closely related health field.

- Possess a current license as a registered nurse in the State of Michigan.

Experience: At least five years of professional experience in maternal child health, with at least one year of home visiting or public health/community nursing experience.

- At least three years of experience providing leadership to other health professionals via consultation, supervision or administration is preferred.

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- Experience improving disparities in health outcomes.
- Experience with core community-based strategies for addressing successful maternal and infant health outcomes.
- Experience developing and supporting successful community-based coalitions/collaborations.

Important Skills and Characteristics:

Knowledge of quality assurance/improvement; program monitoring; methods to plan, develop, implement, monitor and evaluate programs; techniques of individual and group collaboration; knowledge of prevention focused home visiting programs for vulnerable families with young children; ability to provide leadership to other home visiting professionals; identify training needs; support access to training, and plan and conduct meetings.

Work Environment and Physical Requirements: Standard office environment. Requires travel to designated communities. Valid vehicle operator’s license needed. May be required to travel to national meetings relevant to the implementation of the project and/or state sponsored activities supporting the project.

RESPONSIBILITY FOR THE WORK OF OTHERS: No assigned responsibility.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS

This position will have a direct impact on the implementation of the evidence-based home visiting program, Nurse Family Partnership, ultimately improving outcomes for families with high-risk. This position will work as part of the MHVI team to support building the home visiting system.

REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
Supervisor	Daily - Weekly	Updates
Local Implementing Agencies	At least monthly	Contract monitoring
MVHI Team	Weekly	Team Huddle
MVHI Analyst	Daily – Weekly	Fiscal monitoring
NFP Regional Consultant	As needed	Coordination/training
MDHHS staff	As needed	Coordination

“For purposes of employment standards, this classification is “Non 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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