

Job Description

JOB TITLE: Health Assessment Program Specialist
Level 8

BASIC JOB PURPOSE: To monitor the shortage designation process, complete community health needs assessments, maintain and update internal databases and produce reports and maps to demonstrate findings.

SUPERVISION RECEIVED: Reports directly to the Director of Policy and Planning.

TYPICAL WORKING CONDITIONS: Work is generally performed in a normal, pleasant office environment. Job duties will require travel throughout the state and occasional out-of-state travel.

EXAMPLES OF DUTIES:

1. Shortage Designations

- Health Professional Shortage Area analysis and program support
- Assist with efforts to identify areas in Michigan with a shortage of primary care providers and designate the areas as Health Professional Shortage Areas (HPSA) and/or Medically Underserved Areas.
- Gather data from provider offices on the availability of primary care.
- Utilize secondary data sources on physician supply to support HPSA designation activity.
- Provide assistance to MDCH to ensure timely renewal of shortage designations.
- Monitor changes to shortage criteria and other related policies that will affect FQHCs and the medically underserved.

2. Community Health Assessment

- Maintain the Health Data Repository and other databases as needed.
- Maintain the internal UDS database
- Create maps to illustrate health assessment resources
- Update the Primary Health Care Profile of Michigan annually.
- Provide health assessment information to FQHCs and other partner organizations.
- In partnership with the Policy and Planning team, provide continuous statewide assessment of health status indicators to identify areas of unmet need.
- Regularly monitor and report on market trends and health center impact.

3. Program Development and Planning

- Provide an objective review of CHC grant applications.
- Assist in identifying communities for prioritizing community development activities based on community assessment information.
- Provide data to guide the Association in identifying programmatic needs.
- Produce reports presenting compelling data demonstrating the value of CHCs, status of the safety net, impacts on health status, etc.

- Develop relevant databases in support of new projects.
- Research, collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements, and program goals.
- Design and conduct surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services, consolidates data and prepares reports
- Serve as program staff resource to health centers and outside organizations.
- Serve on committees and work groups as needed.
- Assist the Policy and Planning Director in finding, developing and writing grant proposals that are consistent with the mission of the association.

4. *Other duties as assigned.*

PERFORMANCE REQUIREMENTS:

The candidate should possess a full range of data management, analysis and informatics skills, including but not limited to:

1. Strong communication skills, specifically the ability to clearly explain technical information.
2. Knowledge of and experience in using advanced statistical methods, especially to interpret complex data.
3. Extensive experience with the Microsoft office suite, particularly Excel and Access.
4. Ability to manage competing deadlines, including strong project management skills.
5. Possession of a Bachelor's degree in related field. Master's degree preferred.

ACCOMMODATION: MPCA has the right to modify the duties and functions of this job description based on the needs of the organization.

JOB DESCRIPTION REVIEW: This job description will be reviewed and updated, if necessary, during the employee's annual review.

FLSA: Exempt position.

The above statements are intended to describe the general nature and level of work being performed by people in this job. The statements are not an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description may be changed and additional duties may be added or assigned from time to time. The above description does not affect or diminish the at-will status of the employment relationship between MPCA and its employees.

Updated: 11/30/09