

DUTY STATEMENT

Class Title Health Program Specialist I (Community Health Worker Liaison)	Position Number 581-330-8338-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Prevention First Program	
Section Program and Policy Section	
Branch Chronic Disease Control Branch	
Division Chronic Disease & Injury Control	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Health Program Specialist (HPS) I Community Health Worker (CHW) Liaison position works with the Prevention First Program within the Program and Policy Section, Chronic Disease Control Branch (CDCB). The incumbent will coordinate CHW activities to: 1) implement strategies to increase engagement of CHWs in the provision of self-management programs and on-going support for adults with diabetes, and 2) promote linkages between health systems and community resources for adults with high blood pressure. Under the direction of the Health Program Manager (HPM) II, the incumbent implements evidence-based strategies to achieve performance measures per the grant requirements; performs analytical and fiscal tasks necessary to support and maintain the grant; develops and monitors contracts and serves as primary liaison to Local Health Departments (LHDs). Coordinates training and technical assistance (TTA), monitors Scope of Work deliverables and budget, manages project meetings, and liaises with key internal stakeholders and partners on enhancing program strategies to meet performance measures/deliverables.

Supervision Received: Under direction of the HPM II, Program and Policy Section

Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
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30%	Lead planning, development, and implementation of monitoring strategies to increase use of health-care extenders in the community to support self-management of high blood pressure and diabetes. Engage CHWs to increase referrals to and utilization of the National Diabetes Prevention Program and evidence-based self-management programs; and educate health systems and providers on community resources to improve outcomes for cardiovascular disease and diabetes. Coordinate efforts including reimbursement and training at the state and local level with statewide partners to develop a comprehensive approach to incorporate CHWs into the health care system in California. Work with other chronic disease or risk factor programs and staff addressing hypertension, cardiovascular disease, diabetes, pre-diabetes, and school health to improve outcomes and reduce duplication of efforts. Direct activities to promote awareness of high blood pressure in patients and pre-diabetes among people at high risk for type 2 diabetes. Coordinate with CDCB Health Systems Intervention Lead to increase engagement of non-physicians (i.e., nurses, pharmacists, and patient navigators) in high blood pressure and diabetes management within health care systems. Collaborate with the Centers for Disease Control and Prevention (CDC) to identify best practices on promotion, utilization, and reimbursement to support CHWs in the health care system.
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- 25% Implement evidence-based strategies outlined in the grant requirements. Oversee LHD contract negotiations, scope of work monitoring, evaluation, and provide related consultation. In coordination with the HPM I and Evaluation Contractor, meet with each LHD to develop scopes of work, evaluation plans, and budgets to include 1) increase implementation of quality improvement processes in health systems; 2) Increase use of team-based care in health systems; 3) increase use of health-care extenders in the community in support of self-management of high blood pressure and diabetes; and/or 4) increase access, referrals, and reimbursement for accredited and recognized DSME programs; and/or 5) increase use of lifestyle intervention programs in community settings for primary prevention of type 2 diabetes. Develop a tracking and monitoring system for LHDs to report progress on program and budget activities, and develop a mechanism for submission of deliverables on a quarterly or bi-annual basis. Analyze LHD progress reports for success or gaps in progress of deliverables; develop and provide related feedback; professionally communicate LHD progress to CDC at regular intervals, as required.

- 20% Develop and implement annual TTA needs assessment for LHDs to determine their training needs; coordinate with the CDCB TTA Coordinator and the CDC to identify training resources/opportunities to fulfill those needs; develop a plan/schedule to implement the LHD trainings; track attended trainings; and provide post training follow up. Provide oversight to the CDCB Conference and Meeting Logistics Coordinator to plan for statewide meetings and trainings, including identification of experts and determination of training format. Develop and implement pre- and post-test evaluations for trainings using best practices.

- 10% Plan, develop, author, and submit progress reports, semiannual reports, and continuing funding applications to CDC. Under direction of the HPM II, represent the State of California's Prevention First project at CDC and other partner and stakeholder meetings, workgroups etc.; develop fact sheets and presentations for delivery during the related meetings; communicate program policy and direction to internal and external partners; provide technical expertise and specialized consultation to state and national organizations as requested. Research and tactfully respond to drills, legislative inquiries, and public inquires; provide bill analysis; author legislative and/or budget proposals as needed.

- 10% Develop and maintain competence regarding evidence-based approaches and best practices in prevention and management of chronic disease by identifying and attending trainings on related topics. Keep current on emerging trends in public health by continual review of professional literature and publications such as the National Prevention Strategy, National Quality Strategy, United States Preventive Services Task Force Recommendations, CDC's Guide to Community Services, CDC Guidelines to Physical Activity, Healthy Retail Initiatives, Nutrition Guidelines, etc.

Percent of Time Marginal Functions

- 5% Perform other job-related duties as assigned.

Employee's signature	Date
Supervisor's signature	Date