

## DUTY STATEMENT

Class Title <b>Health Program Specialist I</b>	Position Number <b>581-330-8338-909</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Perinatal Infant Oral Health</b>	
Section <b>Oral Health Program</b>	
Branch <b>Chronic Disease Control Branch</b>	
Division <b>Chronic Disease &amp; Injury Control</b>	

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 I (HPS I) Perinatal/Infant Oral Health position works in the Oral Health Program within the Chronic Disease Control Branch (CDCB). The incumbent serves as Project Manager and National Learning Network (NLN) Liaison under the programmatic guidance of the California State Dental Director (SDD); works closely with the Data Evaluator (DE) on performance measure tracking and program evaluation. 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; liaises with key internal and external stakeholders; and coordinates training and technical assistance. Light travel is required.

**Supervision Received:** Under the direction of the California State Dental Director.

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

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| 20% | As a highly skilled, technical program consultant, the Health Program Specialist I will lead the planning, development, and implementation of strategies to achieve performance measures per the grant requirements, in collaboration with the DE and SDD. Responsible for the coordination, development, implementation and evaluation of broad policy with multiple departmental, immediate and long-range impacts. Collaborate with state/local public health and health care government agencies, community-based organizations and public agency/commercial health insurance plans to set up systems that increase 1) access to dental services 2) referral of pregnant women and infants to dental services 2) tracking of dental services provided to pregnant women and infants and 3) tracking of early childhood caries, utilizing health systems' continuous quality improvement infrastructure. |
| 20% | Develop partnerships with state/local public health and health care agencies, community-based organizations and commercial health insurance plans to increase access to care. Collaborate with dental provider organizations to increase the number of dental providers in the Denti-Cal and Covered California insurance plan provider networks. Convene and communicate with partners and other external stakeholders, such as Denti-Cal in the Los Angeles area; County Medi-Cal Managed Care insurance plans (LA Cares and Health Net); Children Now; Maternal, Child, and Adolescent Health; Women, Infant and Children program; Head Start; Healthy Start; home visiting access and other community-based organizations.  |

- 15% Coordinate, train and provide technical assistance (TA) to prenatal and pediatric providers, provider networks and health systems to increase prenatal and pediatric client referrals to dental providers. Develop and implement annual TA needs assessment to determine training needs; coordinate with the Health Resources and Services Administration (HRSA) to identify training resources/opportunities to fulfill those needs; develop a plan/schedule to implement the trainings; track attended trainings; and provide post training follow up. 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% Under direction of the SDD, travel to represent the project at NLN and other partner meetings and workgroups; identify best practices on dental services promotion, utilization, and reimbursement to support referral to dental services by health systems; develop fact sheets and presentations to share best practices at the 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; conduct bill analysis; and write legislative and/or budget proposals as needed.
- 10% Perform analytical and fiscal tasks necessary to support and maintain the grant; develop and monitor contracts; monitor grant budget and scope of work deliverables; plan, develop, and submit progress reports, semiannual reports, and continuing funding applications to HRSA; professionally communicate progress to HRSA at regular intervals, as required.
- 10% Assist the DE with program evaluation. Collaborate with the DE, SDD, Denti-Cal and public agency/commercial health insurance plans to identify appropriate performance measures, and develop and maintain a mechanism for tracking and reporting performance measures. Collaborate with the DE and SDD to develop and implement an evaluation plan for the project.
- 10% Develop and maintain competence regarding evidence-based approaches and best practices in oral health, and the prevention and management of dental 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 United States Preventive Services Task Force Recommendations, Centers for Disease Control (CDC) Guide to Community Services, CDC and HRSA Guidelines, Centers for Medicaid and Medicare Services, etc.

**Percent of Time    Marginal Functions**

- 5% Perform other job-related duties as assigned and appropriate for this classification.

Employee's signature	Date
Supervisor's signature	Date