

Southeastern Michigan Health Association  
200 Fisher Building 3011 Grand Blvd  
Detroit, MI 48202-3011

## **POSITION TITLE: DIRECTOR OF FAMILY CENTER FOR CHILDREN & YOUTH WITH SPECIAL HEALTH CARE NEEDS**

Reports to: CSHCS Director  
Classification: Exempt  
Date: November 21, 2013

Department: Family Center for CYSHCN – 0730 (& 732)  
Division: Children’s Special Health Care Services (CSHCS)  
Approved:

Interested candidates should request a complete position description by contacting Julie Kessler at [kesslerj@michigan.gov](mailto:kesslerj@michigan.gov)

### **ANSWERS TO THE FOLLOWING QUESTIONS MUST BE COMBINED WITH THE RESUME AND SUBMITTED AS A SINGLE DOCUMENT.**

1. How has your past experience prepared you to lead Michigan's Family Center for Children and Youth with Special Health Care Needs? (Limit response to no more than two (2) pages.)
2. What does family and patient-centered care mean to you? Describe your experience influencing and/or implementing family and patient-centered care in service delivery, program operations, and/or program policy. (Limit response to no more than two (2) pages.)

### **POSITION SUMMARY:**

As a member of the CSHCS Division management team, the Director provides leadership for the Family Center for Children and Youth with Special Health Care Needs (FCCYSHCN), is responsible for achievement of the Family Center program goals and objectives, and supervises the Family Center staff. The Director provides leadership throughout Michigan to advance the understanding and practice of patient and family-centered care in community and health care settings. Responsibilities include strategic planning, fiscal management, professional and parent education, and staff supervision. The Director works with constituency groups and parents/families to build consensus, establish strategic direction, analyze program policies which impact children and youth with special needs. The Director possesses an image as a trusted leader based on a high degree of personal integrity and discretion.

Qualifications include being a past or present caregiver of a child with special health care needs, strong interpersonal skills; the ability to work independently as well as within a team; strong oral and written communication skills; ability to work with partners and build consensus; ability to review and analyze program policy and assess impact for families; understanding of the Michigan CSHCS program and experience with CSHCS or similar programs.

### **JOB QUALIFICATIONS:**

1. **Must be a past or present parent, guardian or sibling caregiver of a child with special health care needs.**
2. Ability to monitor and manage many details simultaneously.
3. Must demonstrate a commitment to and understanding of the issues faced by children, youth, and families with special health care needs

### **EDUCATION:**

Bachelor’s degree at a minimum.

Minimum two (2) years working with CYSCHN and their families in early childhood intervention services; family support services; or a comparable/relevant related field.

**Disclaimer:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*

Revised: September 1, 2009