

***Early On*[®] Public Health Parent Partner**

The Michigan Department of Community Health, Division of Family & Community Health is seeking a Public Health Parent Partner to work with the *Early On* system.

Description of the Position

The individual in this position must be the parent or primary caregiver of a child with special needs. The individual should have excellent interpersonal skills, evidence of ability to work effectively with families, staff and community partners. This individual will represent Public Health/Maternal and Child Health in *Early On* interagency meetings, work actively with local health departments to ensure that all parents with eligible children receive information and consultation regarding *Early On*, facilitate referral to *Early On*, participate in all activities of the State Interagency Team, develop materials for use in the implementation of *Early On* systems, and participate as appropriate in direct monitoring and/or compliance activities.

Responsibilities of the Position

- *Serve as the Public Health Parent Partner liaison to the Early On State Interagency Team.*
 1. Represent the public health/maternal and child health parent partner perspective at all Interagency Coordinator meetings.
 2. Share information regarding current status of maternal and child health programming with the team to ensure that *Early On* policy development reflects public health concerns.
 3. Participate with the DFCH *Early On* consultant and other team members in regularly scheduled meetings.
 4. Participate in meetings with service areas as assigned.
 5. Attend key maternal and child health program meetings to assure currency of knowledge regarding the interface of *Early On* and MCH.
 6. Participate in redesign of *Early On*.

- *Establish strong working relationships with local health department maternal and child health staff to ensure coordination with Early On.*
 1. Work actively with local health departments to ensure that any parent whose child is eligible receives information about *Early On* and facilitation connecting them to *Early On* services.
 2. Work with local health department staff on joint Child Find efforts.
 3. Assure that all local health department staff is knowledgeable regarding current policies related to the referral process to *Early On*.
 4. Monitor the percentage of children enrolled in appropriate maternal and child health programs that are also enrolled in *Early On* and work with agencies to assure that appropriate referrals are made.
 5. Attend *Early On* update meetings to assure that local health departments have current and accurate information about any program changes.
 6. Complete joint visits to local health departments with the public health *Early On* Coordinator to assure that all staff providing services to families and young children are familiar with *Early On* referral policies and procedures.
 7. Participate in the Parent Involvement Committee in order to represent parent concerns related to health issues and share their perspective in policy discussions.

- *Represent the division in the planning and implementation of Early On-sponsored and related child health conferences to assure accuracy and completeness of information.*
1. Participate in interagency conference planning to assure that Maternal and Child Health programming and *Early On* information is provided to conference participants in an accurate and timely manner.
 2. Present Maternal and Child Health and *Early On* information at selected conferences and meetings.

Education Requirements

- High School completion. While a college degree is not required, some course work, particularly in the area of child development or health finance would give preference to a candidate.

Experience

- Must be a parent of a child with special needs. Preference given to an individual with knowledge of or a child currently or previously enrolled in *Early On*.
- Minimum of three years experience in the direct care of an individual with special needs.

Knowledge, Skills, & Abilities

- Knowledge of systems related to the provision of services to children with special needs.
- Ability to work with families, local health department and education staff and impart information accurately. Skills in dealing with families in crisis and skills in health care planning.
- Demonstrates knowledge and understanding of the Part C of IDEA law and the associated regulations.
- Demonstrates knowledge and understanding of the provision of direct care services to individuals with special needs.

Other information

- The position is based in downtown Lansing, Michigan.
- The work of this position may involve significant travel.
- This is a part-time, contract position with part-time benefits negotiable.

Interested parents should send a letter of interest and resume (or description of education and experience, knowledge, skills, and abilities) **by February 7, 2006** to:

Nancy Peeler
 Division of Family & Community Health
 Michigan Department of Community Health
 PO Box 30195
 Lansing, MI 48909
 Fax: 517/335-8294

Please direct any questions to Nancy Peeler at 517/335-9230 or peelern@michigan.gov.