

### **PVL Template #3: Outreach Specialist**

#### **Degree and area of specialization:**

Bachelors' degree required, preferably in a health related field. Masters' Degree preferred, in public health or related field.

**Commented [CY1]:** Most outreach specialist positions will require at a minimum of a bachelors' degree.

Please note whether the position would require that the degree must be focused in a particular field or if it would be desirable to be in a certain field.

#### **Minimum number of years and type of relevant work experience:**

Well qualified applicants will have the following preferred experience:

- At least three years' experience or training in maternal and child health systems.
- Experience working with quality improvement initiatives in health care preferred.
- Knowledge about youth health transition, preferably in Wisconsin.
- Ability to initiate and complete tasks independently.
- Ability to prioritize and effectively manage multiple tasks and responsibilities.
- Communication skills: oral, written and including experience with web-based and social media
- Organizational skills and attention to detail.
- Strong Interpersonal skills working with small and large teams.

**Commented [CY2]:** Consider what qualifications are essential for a candidate to possess and what would be desirable.

#### **Position Summary:**

The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical bio- manufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

The outreach specialist will work with other project staff and advisory groups composed of state MCH (Maternal and Child Health) and Children & Youth with Special Health Care Needs (CYSHCN) leaders to support the Youth Health Transition Initiative and related programs and services in Wisconsin through a contract at the UCEDD from the State Department of Health Services to complete processes associated with contract deliverables.

**Commented [CY3]:** The position summary should include information regarding your outreach program/work unit and a brief description (2 to 3 sentences) regarding the position and the responsibilities of the position.

## **Principal Duties:**

### 60% - Program development, outreach and coordination

- a. As the Youth Health Transition Initiative Coordinator, work with a team to develop and implement a plan of work to conduct needs assessments and program development for public health and health care systems in Wisconsin related to Youth Health Transition. Work as part of the Youth Health Transition team to implement transition activities in Wisconsin.
- b. Provide information, education, training and consultation regarding health transition to families in Wisconsin as part of the Regional Center System for CYSHCN (Children and Youth with Special Health Care Needs) and other CYSHCN collaborating partners.
- c. Provide information, education, training and consultation regarding health transitions to health care providers in Wisconsin, in particular to those participating as Transition "grantees", coordinating the grant application and implementation process.
- d. Assist with activities which will integrate and evaluate transition health care in Wisconsin.
- e. Provide content and coordinate keeping the Youth Health Transition website current and relevant to intended users.
- f. Develop and maintain relationships with local, regional and statewide partners to promote and implement best-practices in Youth Health Transition.

### 20% - Research and prepare reports

- a. Collect data that describes and defines transition care and transition initiatives in Wisconsin, and information related to outcomes of transition initiatives in Wisconsin, working with other project and state staff.
- b. Analyze and summarize data for discussions and presentations by and for the Youth Health Transition Initiative.
- c. Participate in program evaluation and reporting related to Transition and other health initiatives in Wisconsin.

### 15% - Data management

- a. Write, edit and format written documents and training materials related to health transition.
- b. Maintain computer files and databases for data reporting and evaluation of the Youth Health Transition Initiative.
- c. Obtain and report website analytic data from the Youth Health Transition website.

### 5% - Support Core functions of UCEDD

- a. Assist in the preparation of grant and contract applications.
- b. Foster coordination planning and programming with others in the Waisman Center UCEDD and IDDRC (Intellectual and Developmental Disabilities Research Center).

**Commented [CY4]:** Outreach Specialist Responsibilities surround how the position provides professional support for an area-wide or program-based outreach program whereas an Outreach Program Manager manages the implementation and engagement of the outreach program.

Example duties should cover how the position accomplishes the following:

- Develops and implements a plan of work tailored to serve user groups.
- Provides support to extension faculty, instructional academic staff, or Outreach Program Managers.
- Work with adult and continuing education user groups on new techniques and practices through meetings, workshops, conferences, and preparation of advisory publications, and other means.
- Conduct field research to apply and evaluate research applicable to the user groups.
- Provides general information on public issues.

Considerations for noting job duties:

- What resources, equipment, specialized software are utilized to accomplish tasks?
- Does this position supervise any staff? If so, identify who and how they are to provide supervision?
- How is this position engaged in implementing policy or training/technical assistance?
- How does the position engage stakeholders/organizations/community?
- How does the position interact/collaborate with other staff in development and implementation of policy and initiatives?

- c. Explore opportunities to become involved with other UCEDD/state MCH Department of Health Services collaborative activities and become involved as opportunities are made available as time and resources permit.