

DISEASE INTERVENTION SPECIALIST*

**Communicable Disease Specialist*

Recruitment #1509-2597DC-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 12/21/2015 5:45:00 PM

Filing Deadline 1/22/2016 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

“The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.”

PURPOSE

Under the direction of the Communicable and Infectious Disease Program Manager, the Disease Intervention Specialist strives to reduce the spread of sexually transmitted diseases (STDs) and the human immunodeficiency virus (HIV) and promote the health of persons affected by such diseases using scientific public health principles, working collaboratively with other agencies and individuals, and developing and implementing health education programs.

ESSENTIAL FUNCTIONS

Independently perform detection, intervention, reporting, surveillance, notification, and referral activities related to persons in southeastern Wisconsin with STD/HIV infections and their contacts at high risk for STD/HIV transmission, including men who have sex with men, injection drug users, and other hard-to-reach and special populations, including homeless persons, sex industry workers, transgender and intersexed persons, incarcerated populations, and persons whose primary language is not English.

- Contact all identified and locatable clients who have been exposed to HIV and STDs, and provide contact interviewing, prevention information, risk reduction counseling, referral to medical care and other services, and follow-up procedures in accord with established state and national standards.
- Initiate, maintain, and complete STD/HIV infection investigative report forms and other data collection and reporting materials.
- Conduct clinical testing procedures related to STDs, HIV, and hepatitis, adhering to laboratory quality assurance standards, including the following: 1) collecting and processing laboratory specimens for HIV antibody testing; 2) conducting rapid HIV testing analyses and interpreting test results; and 3) counseling clients regarding test results and needed follow-up.
- Provide non-English speaking clients' access to culturally and linguistically appropriate STD and HIV partner counseling and referral services using bilingual or translation services.

- Follow established procedures to ensure strict confidentiality of client information in accord with Wisconsin Statutes and Administrative Code and policies and procedures established by the Wisconsin STD and AIDS/HIV Programs.

Provide education, consultation, technical assistance, and training of public and private health agencies and community groups.

- Assist local health providers with STD/HIV/AIDS case detection, case intervention techniques, policies and procedures, quality assurance standards, and data collection tools, including co-facilitating annual training for new STD/HIV partner counseling and referral service workers and presenting at regional meetings, as requested by the Wisconsin Division of Public Health.
- Independently advise local health providers and laboratories on the development and implementation of STD and HIV-related testing, counseling, and diagnostic and treatment services, including encouraging complete and rapid reporting of cases.
- Provide educational presentations and workshops on a range of topics related to STD/HIV to multi-disciplinary community groups.
- Participate in the planning, implementation, and evaluation of STD/HIV prevention demonstration and research projects directed at persons at risk for STD/HIV infection and their sexual and needle-sharing partners and social contacts.
- Represent the Milwaukee Health Department by participating in local and statewide task forces and committees, advisory groups, and professional organizations focused on STD/HIV care and prevention services.
- Assist with developing, implementing, and evaluating educational materials, information resources, curriculums, and health education programs that focus on STD/HIV prevention and individual risk reduction, including reviewing and providing input into statewide educational resources.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

1. Standard hours are 8:00 a.m.-4:45 p.m. Monday through Friday; however, on rotating Mondays and Thursdays, the schedule is 10:45 a.m.-7:30 p.m.; weekend and evening hours are possible.
2. Travel outside the City of Milwaukee, occasionally overnight, may be required.
3. The incumbent may be required to carry a mobile device during business hours.

MINIMUM REQUIREMENTS

1. Bachelor's degree in public health, health education, or other closely related field from an accredited college or university.
 - *Equivalent combinations of education and experience may also be considered. For example, an Associate's Degree in a health-related field of study and at least two years of professional experience related to the essential functions described above – such as providing counseling and referral services for at-risk persons – may be considered.*
 - ***IMPORTANT NOTE:*** *Transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your*

transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

2. Valid Wisconsin Driver's license at time of appointment and throughout employment and availability of a properly insured personal automobile for use on the job throughout employment; mileage reimbursement is provided.
3. Successful completion of "Introduction to STD Intervention" course required within six months of employment.

DESIRABLE QUALIFICATIONS

- Ability to speak Spanish fluently or conversationally.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public and community health principles and practices.
- Knowledge of STD/HIV prevention principles and strategies directed at high risk populations, STD/HIV case management principles and procedures, and epidemiological, clinical, and laboratory services related to HIV and STDs.
- Knowledge of community organizations and agencies related to HIV/AIDS and STDs.
- Ability to read and interpret work-related documents.
- Knowledge of mathematics and the ability to make accurate calculations.
- Written communication skills, including the ability to write reports.
- Oral communication and presentation skills.
- Interpersonal skills and the ability to build and maintain effective working relationships with staff and representatives from other agencies.
- Ability to work independently as well as in a team environment.
- Ability to work with and establish rapport with clients from a wide range of backgrounds.
- Sensitivity to alternative and diverse lifestyles and ability to provide services in a culturally sensitive manner.
- Customer service and communication skills, especially the ability to listen attentively, be assertive, and be persuasive.
- Ability to communicate diplomatically and tactfully with clients who are emotional or agitated.
- Organizational, planning, and time management skills.
- Analytical, problem-solving, and decision-making skills, as well as sound judgment.
- Ability to use standard software programs such as word processing, spreadsheet, database, presentation, email, and the Internet.
- Knowledge of adult learning principles and training skills.
- Ability to provide consultation, technical assistance, and training to diverse communities, agencies, and individuals.
- Ability to assess issues related to substance abuse and mental health for the purpose of determining appropriate referrals.
- Knowledge regarding the appropriate handling of highly confidential and sensitive information.
- Skill in obtaining blood and oral mucosal specimens from clients for testing.
- Skill in collecting specimens and conducting desktop laboratory procedures to accurately interpret HIV rapid results.
- Commitment to staying abreast of current best practices for reducing the spread of sexually transmitted diseases (STDs) and the human immunodeficiency virus (HIV) in the community.

- Ability to lift and move up to 25 lbs.

CURRENT SALARY

THE CURRENT STARTING SALARY (PR 2AN) for City of Milwaukee residents is **\$42,539** annually, and the non-resident starting salary is \$41,495.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Election Commission reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE: The examination will be held as soon as practical after **January 15, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*