

# Health Project Assistant

## MILWAUKEE HEALTH DEPARTMENT: EPIDEMIOLOGY

**THE PURPOSE:** The Health Project Assistant will ensure the efficient operation, maintenance and quality assurance of the **Fetal Infant Mortality Review (FIMR)** project by abstracting medical and social service system data on all City of Milwaukee fetal and infant deaths. The Health Project Assistant will also assist with program reporting, data analysis and evaluation.

### ESSENTIAL FUNCTIONS:

- **Medical & Social Service Abstraction**
  - Abstract prenatal, postnatal, hospital, pediatric and additional records on fetal and infant deaths
  - Compile case information and produce working case narratives or summaries on fetal and infant death cases
  - Assist with program strategic planning and evaluation, quality assurance, academic research support, annual and quarterly program statistics, and program reports to funding agencies
  - Work with contract Maternal Interviewers to provide them with up-to-date family information
  - Liaison with FIMR Case Review Team and community organizations to maintain FIMR ties
  - Coordinate with Epidemiology and maternal and child health (MCH) staff to identify, plan and implement solutions for program data needs
- **Information Systems**
  - Input FIMR data into Microsoft Access and Excel databases
  - Review and monitor input performance to assure data quality
  - Maintain all operations of the Information System database for FIMR
  - Establish data input priorities and schedules
  - Maintain timely and accurate data input, processing, and analysis
  - Analyze and troubleshoot program database and other MCH programs
  - Review and monitor input performance to assure data quality
  - Develop necessary program forms needed in the database
  - Make suggestions for improving data management and reporting systems
  - Evaluate software upgrades; recommend database improvements
  - Perform all routine maintenance on database such as system backups, file rebuilding, archiving data, data storage, uploading data, and retrieving information
  - Perform other job-related duties as assigned

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Social Work, Public Health, Computer Science or other closely related field from an accredited college or university.
2. Valid driver's license and a properly insured vehicle at time of appointment and throughout employment. Car allowance is provided.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### DESIRABLE QUALIFICATIONS:

1. Experience working with relational health databases and medical record abstraction

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to work with data information systems including data abstraction
- Knowledge of computers
- Advanced or intermediate database skills
- Analytical skills
- Interpersonal skills
- Organizational skills
- Customer service skills
- Oral communication skills
- Written communication skills
- Presentation skills
- Math skills including knowledge of fractions, percentages, ratios & proportions

**THE CURRENT SALARY RANGE (530) IS \$39,094 - \$44,257 annually with excellent benefits.**

#06-100 - JRS (SM) 11/1/06