

# HEALTH PROJECT ASSISTANT

Milwaukee Health Department – *Family Community Health Services*

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**THE PURPOSE:** The Health Project Assistant assures efficient operation, maintenance and quality assurance of Fetal and Infant Mortality Review (FIMR) data; abstracts all medical and social service system data on all City of Milwaukee fetal and infant deaths and others as needed; and assists with program reporting, data analysis and evaluation.

## **ESSENTIAL FUNCTIONS:**

### **55% Medical Record & Social Service Record Abstraction**

- Abstract prenatal, postnatal, hospital, pediatric and additional records on all City of Milwaukee fetal and infant deaths
- Compile case information and produce working case narratives and summaries on all fetal and infant death cases
- Assist with program planning and evaluation, quality assurance, program quarterly and annual statistics, and reports to funding agencies.

### **30% Program Maternal Interview Component**

- Work with contract Maternal Interviewers to provide them with up-to-date family information.
- Interview mothers who have had an infant loss.
- Liaison with FIMR Case Review Team and community organizations to maintain FIMR community ties.
- Recommend program changes which will enhance the system, program, service delivery, and monitoring and program quality assurance.

### **15% Data Management**

- Input data into database; review and monitor input performance to assure data quality
- Assure data for information system database for FIMR; establish data input priorities and schedules; maintain timely and accurate data input/processing.
- 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;

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's degree in Public Health, Social Work, or other closely related field from an accredited college or university. **NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or sent to Box HPA, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**
2. One year of experience with relational databases or medical record abstraction or performing duties related to this position.  
***Equivalent combinations of training and experience may also be considered.***
3. Valid driver's license and a properly insured vehicle at time of appointment and throughout employment. Car allowance is provided.

## ***Health Project Assistant (FCHS)***

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of and ability to work with Microsoft computer database systems (ACCESS) and Word
- Knowledge of medical and public health terminology
- Ability to read medical cases and abstract critical information
- Ability to enter data accurately
- Ability to analyze information
- Interpersonal skills and the ability to build effective relationships with grieving mothers and with multi-cultural and multi-discipline co-workers and personnel from other agencies
- Oral communication skills including the ability to make presentations and conduct sensitive interviews
- Written communication skills including the ability to write abstracts, letters, white papers, prepare reports.
- Math skills including the ability to calculate basic statistics, fractions, percentages, ratios & proportions
- Planning and organizing skills, including balancing work assignments and scheduling meetings
- Ability to conduct sensitive interviews to extract information needed for FIMR reports
- Ability to cope with sensitive and emotional information and situations

**SALARY:** The current starting salary (PG5FN) is \$42,118 annually for City of Milwaukee residents. The starting salary for non-residents is \$41,495 annually. An excellent benefits package is also offered.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 9, 2014**. 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 by mail 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 as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-3751.

**APPLICATIONS** and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.