

# HEALTH PROJECT COORDINATOR

(MILWAUKEE HEALTH DEPARTMENT)

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a dynamic and community-oriented team leader. The Milwaukee Comprehensive Home Visiting Program (MCHVP) is a new program within the MHD. This Program will serve families using a research based, intensive Home Visiting model in a 6 zip code target area with the goal of improving pregnancy outcomes, enhancing family functioning, preventing child abuse and neglect, and assuring child readiness for school.

This position will be responsible for reviewing and assigning all referrals to case management teams, provide field support, training, and oversight of case management teams, and for tracking the progress of all enrolled families to assure services are properly provided.

## ESSENTIAL FUNCTIONS:

- **Program Management:**
  - Perform intake of referrals of high-risk pregnant women, new mothers and young children
  - Assign cases to appropriate community-based case management teams
  - Develop and maintain a database to track the status of families enrolled in the MCHVP program
  - Monitor the expenditures of flexible funds
  - Recruit representatives of the families and communities that the MCHVP program seeks to serve
  - Evaluate and continuously improve the skills of the staff based on research of best practices
  - Work with UW Extension or others to provide training for staff.
  - Work collaboratively with multiple organizations to identify families in need of services
  - Assist with program reports and grant writing
- **Program Coordination and Administration:**
  - Develop and monitor the referral process
  - Identify referral sites for newborns and pregnant women
  - Support case management teams in case reviews and regular field audits
  - Assure documentation of services to MCHVP families
  - Assure documentation of referrals and enrollment into other related programs
  - Develop resource manual and referral relationships among community resources
  - Assure appropriate case management documentation, data collection, and billing among community-based providers
  - Track and document training
- **Supervision:**
  - Direct and supervise case management teams
  - Provide input into hiring of program staff
  - Assess work performance and provide mentoring, staff development, and on-going training
  - Promote professional development and accountability in a supportive environment
- **Community Collaboration:**
  - Establish relationships with health maintenance organizations, hospitals, healthcare providers, and other organizations that work with case management teams and serve the target population
  - Coordinate efforts with other CBOs to identify available resources that meet the needs of targeted families.

## MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Public Health, Health Education, Nursing, Social work or other closely related field from an accredited college or university.
2. Two years of experience coordinating public health programs, community health programs, or other experience closely related to the essential functions above.
  - **Note: Equivalent combinations of experience and education may also be considered.**
3. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public health or community home visiting programs
- Ability to identify and build relationships with community organizations and agencies related to the program
- Ability to communicate with diverse communities
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff
- Interpersonal skills

- Ability to delegate
- Project management skills
- Ability to identify and improve the components of a workflow processes
- Ability to create and monitor job-related documents and reports
- Written communication skills
- Oral communication skills
- Analytical skills
- Basic math skills
- Knowledge and ability to work with Microsoft Word, Excel, and Access
- Ability to maintain confidentiality with client information

**THE CURRENT SALARY GRADE (004) IS:** \$42,478 - \$59,468 annually.

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