

HEALTH PROJECT COORDINATOR-MCHVP

Recruitment #1612-4300-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	2/3/2017 5:35:00 PM
Filing Deadline	2/24/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

IMPORTANT NOTE:

This is a .6 FTE position (24 hours/week). See "Current Salary," below, for information about benefits.

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

PURPOSE

Imagine that you could have a direct impact on improving health outcomes for pregnant women and their children in the City of Milwaukee! Here is an opportunity to build upon your three-plus years of community health coordination experience and make a real difference in the lives of families in need.

Under the direction of the EFM Program Manager, the Health Project Coordinator-MCHVP provides day-to-day coordination and staff oversight of the Empowering Families of Milwaukee Program (EFM) activities.

Part of the Milwaukee Comprehensive Home Visiting Program (MCHVP), Empowering Families of Milwaukee (EFM) uses evidence-based models to provide frequent and long-term home visits to families. The focus of EFM is pregnant women and their children. Nearly half of all children in Milwaukee live in poverty, leaving Milwaukee's families at risk for poor prenatal, birth, infant, and child development outcomes. EFM applies evidence-based models to improve outcomes for Milwaukee's families. The program collaborates with community partners to facilitate access to health, social, and child development support for families.

ESSENTIAL FUNCTIONS

PROGRAM MANAGEMENT:

- Performs intake of referrals of high-risk pregnant women, new mothers, and children in need of comprehensive health and social services.
- Assigns cases to appropriate community-based case management teams.
- Provides oversight, support, and training for case management teams.
- Develops and maintains a database to track enrolled families.
- Monitors expenditure of flexible funds.
- Evaluates and continually improves staff skills based on best practices.

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- Works with the Milwaukee Child Welfare Partnership (UW-Milwaukee) or other agencies to provide staff training.
- Evaluates staff skills to ensure use of standardized methods to identify families in need of services.
- Collaborates with multiple organizations that work with case management teams to provide necessary services and support to target families.
- Assists with program reports and grant writing.

PROGRAM COORDINATION AND ADMINISTRATION:

- Tracks enrolled families; completes data entry to ensure home visitor acuity is sustained and program capacity is maximized.
- Identifies current intake sites for newborns and pregnant women.
- Supports case management teams in weekly case reviews, regular field audits, and regular chart audits.
- Assures appropriate program staff composition.
- Develops, maintains, and updates EFM policies and procedures to align with funding sources and evidence-based model.
- Develops resource manual and referral relationships among other community resources.
- Assures appropriate case management documentation, data collection, and billing for EFM home visitors.

SUPERVISION:

- Provides 90-120 minutes of 1:1 supervision weekly to each direct report using reflective, administrative, and clinical supervision.
- Documents supervisions following requirements of evidenced based model and the Milwaukee Health Department (MHD).
- Provides oversight, direction, and support to case management teams.
- Assesses work performance and provides mentoring, staff development, and on-going training.
- Promotes professional development and accountability in a supportive environment.
- Continuously evaluates staff performance and completes annual performance appraisals.
- Trains, orients, and develops new staff.
- Assures that staff members are following EFM and MHD policies and procedures and implements progressive discipline when appropriate.

COMMUNITY COLLABORATION:

- Establishes relationships with multiple organizations that work with case management teams and serve the target population.
- These organizations include health maintenance organizations, hospitals and their neonatal intensive care units, family practice doctors, pediatricians, and OB/GYNs.

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- Coordinates efforts with other CBOs to identify available resources that meet the needs of targeted families.

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

- This is a .6 FTE position (24 hours/week). Scheduling flexibility is required to meet the needs of the department.
- The Health Project Coordinator-MCHVP must be willing to carry a mobile device for business purposes.

MINIMUM REQUIREMENTS

1. Bachelor's degree in a human services field such as health education, public health, nursing, social work, or a related field from an accredited college or university.
2. Three years of experience coordinating public or community health programs. Experience may include community organizing and/or collaboration or health program planning, supervision, development, implementation, and evaluation.
Equivalent combinations of education and experience may also be considered.
3. Valid driver's license at time of appointment and throughout employment. Properly insured vehicle for use on the job is required (mileage reimbursement provided).

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- Bilingual in Spanish.
- Previous experience with reflective supervision and/or direct supervision of program staff.
- Previous experience with home visiting, maternal and child health, and/or child attachment.
- A master's degree in a related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health, including community home visiting programs and case management principles.

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- Knowledge of management principles and concepts.
- Ability to supervise and manage team dynamics of a diverse multidisciplinary staff.
- Ability to train, mentor, and develop case management staff.
- Ability to read and interpret work-related documents.
- Ability to identify and build relationships with community organizations and agencies related to the program.
- Ability to provide services in a culturally sensitive manner.
- Ability to communicate orally and in writing with individuals at all levels within and outside the organization.
- Ability to speak effectively before groups of clients or employees of the organization.
- Ability to develop and monitor reports.
- Proficiency using word processing, spreadsheet, database, project management, and inventory software applications.
- Ability to prioritize and handle multiple tasks as well as to complete assignments in a timely manner.
- Project management skills, including the ability to delegate.
- Ability to identify and improve the components of a workflow process.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

THE CURRENT SALARY (PAY RANGE 2EX) for a City of Milwaukee resident in this position is as follows: \$23.40-\$30.49 hourly (non-resident \$22.83-\$29.75 hourly). *Appointment up to \$27.66/hour resident (\$26.98/hour non-resident) may be considered based on employment and compensation history.*

IMPORTANT NOTE: *This is a .6 FTE position (24 hours/week). The Health Project Coordinator-MCHVP receives pro-rated vacation, holiday, and sick time. Health and dental benefits are equivalent to **full-time** employees.*

SELECTION PROCESS

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 and the Milwaukee Health Department reserve 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.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, February 24, 2017**. 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.