

HEALTH PROJECT COORDINATOR

Recruitment #1509-4187-002

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	3/11/2016 11:59:00 PM
Filing Deadline	4/8/2016 11:59:00 PM
HR Analyst	La'Neka Horton

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.

Purpose

The WIC Health Project Coordinator provides day-to-day coordination of the Women, Infants and Children Program (WIC) clinic operations. The WIC Health Project Coordinator has a critical role in managing the program effectively, and providing leadership, program coordination and evaluation, development and monitoring of program goals, and staff development. This position provides support, training, mentoring, consultation, and supervision to Clinical Assistants and Office Assistants.

Essential Functions

- Identify and assure that clinics have operating equipment, supplies and materials available to function according to State guidelines.
- Keep abreast of current public health/nutrition best practices.
- Attend required WIC sponsored state and regional meetings.
- Participate in all training components of the WIC program.
- Responsible for various reports as directed by the WIC Program Manager.
- Assure appropriate documentation, data collection, and billing among community based providers.
- Prepare documentation of referrals and enrollment into WIC.
- Supervision of nutrition and program oversight and evaluation of Clinic Assistants, and Office Assistants.
- Assure WIC staff correctly issue WIC Food Instruments and enter certification data into the ROSIE computer system.
- Monitor health screening staff for utilization of state approved screening techniques.
- Ensure nutrition assessment equipment is properly maintained.
- Assure implementation client service policies in the WIC Operations Manual.
- Assist WIC Program Manager with regular staff/site meetings that promote education, training, service provision, and program accountability.
- Promote methods of assessment for staff development needs.

Health Project Coordinator (WIC)

- Identify, support and maintain primary partners around healthy pregnancy and birth outcomes, and clinic services.
- Establish and maintain collaborative relationships with community partners.
- Develop a recruitment strategy for community involvement.
- Develop resource manual and referral relationships among community 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.

Minimum Requirements

1. Registered Dietitian, who is registered with the Commission on Dietetic Registration (CDR) or Certified Dietitian who is certified with the State of Wisconsin.
2. Two years of WIC management experience required.
3. Valid Driver's license at time of appointment and must be maintained throughout employment.

IMPORTANT NOTE: *To receive credit for college, 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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

NOTE: *Equivalent combinations of education and experience may also be considered.*

Desirable Qualifications

- Bilingual in Spanish or Hmong.

Knowledges, Skills, Abilities & Other Characteristics

- Ability to write routine reports and correspondence.
- Ability to communicate orally with culturally diverse individuals at all levels within and outside the organization.
- Knowledge of database, internet, spreadsheet, and word processing software.
- Knowledge of supervisory principles and concepts.
- Ability to identify and build relationships with community organizations and agencies related to the program.
- Ability to learn current trends and best practices in care for women, infants and children.
- Ability to communicate orally with individuals of diverse backgrounds.
- Ability to supervise and maintain team dynamics of a multidisciplinary and diverse staff.
- Ability to develop relationships with culturally diverse people.
- Ability to prioritize and handle multiple tasks.
- Ability to effectively organize resources to get things done.
- Ability to build effective teams.
- Ability to train, mentor and develop Clinical Assistant and Office Assistant staff.

Health Project Coordinator (WIC)

- Ability to manage projects, including the ability to delegate.
- Knowledge and ability to work with word processing, database, inventory, project management and spreadsheet software applications beyond the entry level.
- Ability to speak effectively before groups of clients or employees of the organization.
- Ability to provide services in a culturally sensitive manner.
- Ability to prioritize and handle multiple tasks.
- Ability to maintain confidentiality.

Current Salary

The current starting salary (PG1AX) for City of Milwaukee residents is \$45,305 annually, and the non-resident starting salary is \$44,194. Appointment above the minimum is possible.

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 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.

INITIAL FILING DATE - The examination will be held as soon as practical after **April 1, 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.

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 residency 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.