

## **HEALTH SERVICES ASSISTANT I – BILINGUAL (SPANISH)** (Milwaukee Health Department)

**BASIC FUNCTION:** This position is assigned to the Childhood Lead Poisoning Prevention Program of the Milwaukee Health Department (MHD). The incumbent assists Public Health Nurses in designated case management activities, participates in research projects and conducts community education and outreach. These various services focus on children, families and communities experiencing the effects of lead poisoning. This position provides Spanish interpretation for non-English speaking clients.

### **DUTIES AND RESPONSIBILITIES:**

#### DESIGNATED CASE MANAGEMENT ACTIVITIES

- Assists in meeting the Lead Program Nursing Service goals.
- Locates clients by telephone, by contacting state agencies, by home visiting, and by initiating no contact letters.
- Conducts home visits to interview clients and collect/gather data.
- Provides client education regarding lead poisoning, nutrition, and the need for medical follow-up.
- Performs visual environmental assessments, hepa vacuuming and temporary hazard control.
- Administers Denver Developmental Screening test.
- Identifies family needs and offers resources as appropriate.
- Attends case conferences and problem-solves with public health nurses, nurse coordinator, and nursing supervisor.
- Conducts prevention-oriented home visits.

#### RESEARCH PROTOCOL ACTIVITIES

- Participates in training activities.
- Problem-solves with research coordinator to determine eligibility of participants.
- Conducts in-home interviews and education, gathering data for research projects.
- Obtains informed consent.
- Coordinates and conducts home visits, protocol activities, and interventions with Risk Assessors.
- Performs hepa vacuuming and hazard control.
- Conducts in-home blood lead tests.
- Obtains, documents, and notifies private medical providers of blood lead test results.
- Quality controls all home visit and related research data collected prior to submitting to research coordinator.

#### COMMUNITY EDUCATION AND OUTREACH

- Participates in special projects consistent with Lead Program Strategic Plan.
- Conducts community needs assessment and canvassing as dictated by program priorities.
- Participates in health fairs, providing education, assessing blood lead test status, and conducting blood lead tests.
- Provides observational experiences of family interventions and education to students, Family Practice Residents and new MHD employees.
- Packages supplies for community clinics collaborating with the program.

#### ADMINISTRATIVE RESPONSIBILITIES

- Creates/opens client records; maintains appropriate documentation in client records.
- Enters data on all activities with/for clients into program database.
- Assembles client folders and record packets.
- Maintains appropriate documentation on daily route slips and activity logs.
- Prepares client mailings; attends team meetings.
- Attends educational training sessions.

### **MINIMUM REQUIREMENTS:**

1. Ability to speak both Spanish and English fluently.
2. Experience in a health, human services or community outreach setting desirable.
3. Valid driver's license throughout employment and properly insured personal vehicle for use on the job.
4. Residence in the City of Milwaukee within 6 months of hire and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL REQUIREMENTS:**

- Effective written and verbal communication skills.
- Willingness to work under supervision as a member of the Case Management Team.
- Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff and the public.
- Ability to lift and carry up to 25 pounds on a regular basis.