

# **Milwaukee Comprehensive Home Visiting Program Program Manager**

(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 is responsible for the overall leadership, oversight and coordination of the MCHVP to assure the achievement of program goals and objectives. The Program Manager provides direct supervision of, and manages team dynamics of, a multidisciplinary and diverse staff.

## **ESSENTIAL FUNCTIONS:**

### **35% Program Development**

- Develop, integrate and monitor program goals, objectives and outcomes for MCHVP;
- Provide direction to insure that program achieves objectives and outcomes;
- Provide leadership and recommendations to develop a seamless service system;
- Coordinate the development of standardized case management/home visiting protocols;
- Collaborate with associated staff and with a variety of Health Department programs.

### **30% Program Management**

- Monitor and prepare grant applications, budgets, contracts, and program reports;
- Coordinate services of program staff to meet identified needs of the population;
- Implement appropriate evaluation processes related to MCHVP services;
- Analyze evaluation data to assure achievement of outcomes;
- Provide professional expertise to MHD projects, proposals and undertakings;
- Interact with City government units, non-city agencies and CBOs as necessary.

### **20% Supervision**

- Direct and supervise MCHVP staff including a Health Project Coordinator, Health Information Specialist, Public Health Educator, Community Outreach Assistant, Office Assistant, 7 Public Health Nurses and a Public Health Social Worker;
- Monitor and implement staff professional development and staff supervision;
- Conduct staff hiring, interviewing and evaluation process according to MHD protocols.

### **15% Community Collaboration**

- Collaborate with the MHD management team, community based organizations, State Division of Health, managed care organizations, physician networks, non-traditional partners and other organizations to assure completion of program goals, objectives and outcomes;
- Identify, recruit, develop, support and maintain primary partners around infant mortality reduction and home visiting service delivery;
- Represent the MHD at Milwaukee infant mortality coalition, sub-committees and steering committee and other community efforts related to the reduction of infant mortality.

## **MINIMUM REQUIREMENTS:**

1. Master's Degree in administration, public health, human services, management, health education, nursing, social work, or a related field from an accredited college or university.
2. Three (3) years of progressively responsible experience in public health, health education, nursing, social work, or a related field. Experience must include two years of program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management or quality assurance.

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

3. Valid State of Wisconsin Driver's License and properly insured vehicle on the job is required.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

## **KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:**

- Strong oral and written communication skills.
- Strong interpersonal and leadership skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Knowledge and ability to create and manage budgets, grant proposals and contracts.
- Knowledge and ability to work with computer applications.
- Demonstrated knowledge of home visiting programs; knowledge of health care delivery systems, particularly those relating to maternal and child populations.
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.

**THE CURRENT ANNUAL SALARY RANGE (7)** is \$51,441 to \$72,013.

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