

# INJURY AND VIOLENCE PREVENTION PROGRAM COORDINATOR

Recruitment #1512-4469-001

**List Type** Exempt

**Requesting Department** HEALTH DEPARTMENT

**Open Date** 12/17/2015

**Filing Deadline** 1/22/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

### *What Milwaukee can offer YOU*

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## **PURPOSE**

*This position is exempt from civil service and serves at the pleasure of the Commissioner of Health.*

Do you have a proven track record of developing successful partnerships with community groups and the public? Do you want to have a positive impact on the youth of the City of Milwaukee?

The Injury and Violence Prevention Program Coordinator will work with the Violence Prevention Manager to plan and implement strategic efforts to promote youth development and reduce violence among youth.

## **KEY FUNCTIONS**

- Provide staff support in building key partnerships and awareness, and generating public and internal reports on progress toward goals and action items.
- Assist the Manager in the execution of city-wide program and service inventory, a data collection and analysis process in conjunction with key governmental and community organizations and other sources to identify needs, and determine trends.
- Lead performance reporting for development and prevention activities and progress toward stated and measureable community goals.
- Provide day-to-day support, including assistance with grant development and providing linkages to partners to local, state and federal resources.

- Maintain regular communication with internal and external partners connected to the strategic goals and act as a source of information for service providers.

### **ESSENTIAL FUNCTIONS**

- Staff Steering Committee/community teams in planning and implementation activities. Engage youth for participation in planning process.
- Provide review and evaluation of youth development and violence prevention programming in Milwaukee, including evaluation of best practices.
- Conduct city-wide program and service inventory. Establish a data collection and reporting process to identify needs and track progress.
- Develop and implement communications plan to provide information for the community on strategies, share progress with partners, policymakers and others.
- Provide regular updates to the Mayor, Common Council, other key interest groups (e.g. philanthropy, youth civic, faith, and school groups) through community presentations and events, social or broadcast media.
- Represent the City of Milwaukee and Health Department in meetings with community partners.
- Respond to constituent requests pertaining to youth development and violence prevention resources.
- Coordinate with internal city partners to align efforts and build capacity to improve opportunity and reduce risk for youth.

*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**

- Two years of professional experience working with youth and diverse stakeholders to achieve program goals.
- Bachelor's degree in Public Health, Public Administration, Criminal Justice, Sociology, Psychology, Economics or related fields. A Master's Degree in a related field (list above) may be substituted for the required experience.
  - *Equivalent combination of education and experience may be considered.*
- Valid driver's license at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Bilingual in Spanish and English.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of public health approach to violence prevention.
- Knowledge of social media messaging.
- Interpersonal skills to develop and maintain effective relationships with: the public, elected official community groups, co-workers and management.
- Analytical skills to review information and come to conclusions regarding the information.
- Ability to discuss issues and efforts with a diverse set of participants.
- Skill in reading and interpreting technical documents such as policies, procedures, ordinances, statutes and administrative rules.

## **Injury and Violence Prevention Program Coordinator (Health Department)**

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- Knowledge of grant funding through public and private sources. Written communications skills to create reports and business correspondence.
- Ability to design and deliver formal presentations for a range of audiences and stakeholders.
- Ability to gather and interpret data and respond to data requests.
- Ability to work in a collaborative environment with diverse groups of people and at all levels of the organization.
- Ability to use spreadsheet, database, project management and word processing software to development reports, business correspondence and summary data.

### **CURRENT SALARY**

SALARY (2FX) The starting salary for City of Milwaukee residents is \$48,294 and for non-residents is \$47,109. Appointment up to \$59,887 for residents or \$58,418 for non-residents is possible based on qualifications and experience.

### **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 Public Health 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.

- **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 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.*