

MATERNAL AND CHILD HEALTH DIVISION MANAGER

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 an energetic, organized and detail-oriented team player. This position functions as a leader in the public health environment of a large urban area. The framework for practice requires skills in community assessment, policy development, leadership, and provision of direct service to clients, outcomes development and operational results.

BASIC PURPOSE:

The Maternal and Child Health (MCH) Division Manager is responsible for a broad range of programs relating to mothers' and children's health issues. This position provides program management and development of maternal and child health programs including the Perinatal and Reproductive Health Programs, Infant and Preschool Health Programs, Health Outreach Case Management Programs, Milwaukee Comprehensive Home Visiting Program (MCHVP) and Women, Infants and Children's Nutrition Program (WIC). This position also provides direction, leadership and direct supervision to program managers, supervisors and coordinators, and works closely with the Director of Nursing to assure quality nursing practices are provided at five health centers. This position has responsibility for implementation of Fetal Infant Mortality Review (FIMR) recommendations.

ESSENTIAL FUNCTIONS:

Program Management & Development—50%

- Develop, monitor and evaluate outcomes for the Maternal Child Health (MCH) Division;
- Assure MCH Outcomes with cross-division responsibilities are met;
- Promote an environment of critical thinking, creative thinking, professional growth, adult learning, open communication and collaborative relationships;
- Facilitate change in the organization and public health practices;
- Participate in committees that relate to the MCH Division and other committees as assigned;
- Support the implementation of SPHERE;
- Direct collection, analysis and interpretation of statistics significant to program planning and budget preparation; and
- Participate in establishing programs for guidance and professional development of MCH staff, and in establishing policies.

Management and Administration—20%

- Prepare reports, briefings and updates as necessary;
- Plan for ongoing evaluation of staff development activities related to MCH division personnel;
- Prepare proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects by identifying and researching corporate, foundation, and government sources of funding for MCH activities;
- Prepare and recommend annual budget for MCH programs;
- Develop and oversee contracts/subcontracts in the area of MCH programming, including negotiating terms, drafting documents, authorizing payments, and monitoring overall performance of contractors/subcontractors;
- Write, edit and proofread proposals and reports to foundation and government funding sources; and
- Participate in recruitment, selection and assignment of personnel for MCH services;

Community Leadership—20%

- Participate in community coalitions and advisory groups;
- Coordinate student/intern program placements within the MCH division;
- Represent the MHD in other community groups as assigned;
- Coordinate and evaluate MCH activities to ensure balanced and adequate program and to formulate progressive program designed to meet changing needs of the community;
- Participate in community planning concerning health and social welfare; and
- Consult in establishment of medical policies of community health agencies.

Other Duties—10%

- Executes special projects and performs other duties as assigned by the Health Operations Director or the Commissioner of Health; and perform other duties as assigned

THE REQUIREMENTS:

1. Master's Degree in nursing, public health, health care management, administration, social work, community health or human services field or other closely related field from an accredited college or university.
2. At least five years of progressively responsible experience in public health care program planning, policy development, community health assessment or health administration, including performing budgeting, contract, grant and quality assurance functions. Two years of this experience must include program management or supervision.

NOTE: Combination of education and relevant experience may be considered.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Strong oral and written communications skills including the ability to speak effectively before groups.
- ◆ Strong interpersonal and leadership skills.
- ◆ Ability to build and maintain good working relationships with a multi-cultural, multi disciplinary staff, the public, the media, City officials and other agencies.
- ◆ Ability to drive and support senior level strategic planning to achieve desired outcomes.
- ◆ Ability to motivate others to align their roles with the organization's values.
- ◆ Knowledge and ability to create and manage budgets, grant proposals and contracts.
- ◆ Working knowledge of general databases, epidemiology and data collection tools and knowledge and ability to work with public health related data systems.
- ◆ Knowledge of current public health issues affecting mothers and children and experience in program management relating to those issues is highly desired.

THE CURRENT ANNUAL SALARY RANGE IS (009): \$58,448-\$81,824 annually.

#06-014—CKS (SM)

2/10/06