

PUBLIC HEALTH NURSE SUPERVISOR

Recruitment #1601-4802-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 1/29/2016

Filing Deadline 2/19/2016 11:59:00 PM

HR Analyst Jeff Harvey

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 Public Health Nurse Supervisor, assigned to the Milwaukee Nurse-Family Partnership (NFP) program, at the City of Milwaukee Health Department (MHD), provides overall leadership, oversight and coordination of an intensive home-visiting project that maintains fidelity to the NFP model. This includes oversight for achievement of all project goals and objectives; provision of regular reports on project goals and objectives; maintaining budget oversight; supervision of all NFP staff; ensuring home visiting protocols are effective and standardized, and ensuring that the project is adequately resourced for sustainability.

This position is an auxiliary resource program position for the purpose of training the succeeding Public Health Nurse Supervisor.

ESSENTIAL FUNCTIONS

40% Supervision

- Provide nursing supervision, reflective practice supervision and evaluation of NFP Public Health Nurses.
- Monitor and implement sufficient staff supervision to ensure the development of realistic and effective plans to help clients.
- Assign client caseloads and monitor home visitor's ability to build and manage caseload.
- Develop methods for ongoing assessment of staff development needs: use of available data to structure appropriate continuing education and guidance of staff.
- Conduct staff hiring, interviewing and evaluation process according to established MHD protocols.

30% Program Management

- Monitor program goals, objectives and outcomes for NFP and provide direction to ensure the program achieves objectives.
- Coordinate the development of standardized case management/ home visiting protocols.
- Monitor and prepare program reports; analyze evaluation data to ensure achievement of outcomes, with assistance from FCH Epidemiologist and Division leadership.
- Become familiar with and actively participate in the preparation and monitoring of the budget to assure appropriate use of funds.
- Maintain a system for timely and accurate billing of Medicaid eligible services.

15% Program Development

- Collect and analyze data for further program development and refinement.
- Seek out supportive grant funding opportunities and write proposals, using program data and data from other sources to obtain new funding.

15% Community Collaboration

- Collaborate with a variety of MHD programs to promote NFP services in the Milwaukee community.
- Serve as primary spokesperson for the project on behalf of the MHD.
- Identify, recruit, develop, support and maintain primary partners around healthy pregnancy and birth outcomes, infant mortality reduction and home visiting service delivery.

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. Bachelor's degree in Nursing (BSN) from an accredited college or university.
2. Three years of experience in public or community health.
3. License to practice professional nursing in Wisconsin or eligibility for license.
4. Valid Driver's License and availability of a property insured vehicle at time of appointment and 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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

DESIRABLE QUALIFICATIONS

- Master's degree in nursing or public health from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles, methods, techniques and procedures of current professional nursing, public health and public health nursing.
- Knowledge of laws, regulations and administrative requirements governing the public health nursing profession.
- Knowledge of current trends and best practices in the fields of nursing, health care services and public health.
- Knowledge of home visiting programs and of health care delivery systems.
- Knowledge and ability to work with computer applications, including the internet, spreadsheet, database and word processing software.
- Knowledge and ability to create and manage budgets, grant proposals and contracts.
- Interpersonal skills, including the ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, City officials and with other agencies and to provide services in a culturally sensitive manner.
- Skill in analyzing and evaluating data and information and making appropriate recommendations.
- Oral communication skills including the ability to provide clear and concise information and to make presentations, both internally and externally.
- Written communication skills, including the ability to communicate information and ideas in writing in an understandable and clear manner.
- Ability to supervise and manage team dynamics of a multi-disciplinary and diverse staff.
- Ability to apply the principles, practices and techniques of professional nursing.

CURRENT SALARY

The starting salary (PG 1DX) for City of Milwaukee residents is \$54,865 and for non-residents is \$53,519. Appointment up to \$68,030 for residents or \$66,631 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 Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

- *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*

INITIAL FILING DATE – The examination will be held as soon as practical after **Friday, February 19, 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.