

PUBLIC HEALTH NURSE

(Women's HIV Program)

Note: Most Public Health Nurses work year-round during normal business hours. However, Alternative Work Schedules are also available.

Primary Function:

In addition to generalized public health nursing duties, the Public Health Nurse (PHN) assigned to the Women's HIV Program of the Disease Control and Prevention Division of the City of Milwaukee (MHD) serves as an Intensive Case Manager providing public health nursing services to a caseload of women living with HIV who are at risk for receiving inadequate health care or not adhering to adequate health care practices.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

75% Intensive Case Management Activities

- Maintain a caseload of women with HIV (20-25 cases maximum);
- Assess health, medical, and social resource needs of women with HIV;
- Complete history and all charting needs for case management in a highly confidential manner;
- Refer to and collaborate closely with medical providers;
- Ensure that clients have periodic evaluations by HIV specialists and other health care providers as needed;
- Ensure communication among all members of the team and the clients comprising the PHN's caseload;
- Advocate for and coordinate health and social service delivery for women with HIV;
- Provide education to women on perinatal HIV transmission, antiretroviral therapy, prophylaxis for opportunistic infections and other clinical situations as necessary;
- Act as an advocate for the health and social needs of women; and
- Participate in individual client data collection and clinical documentation.

20% Program Coordination Activities

- Coordinate HIV services with other team members in the HIV Primary Care Support Network (PCSN);
- Complete all necessary paperwork for program evaluation and quality assurance issues;
- Act as a resource for other staff in the department regarding women's issues;
- Work in collaboration with a multi-disciplinary care team; and
- Perform other duties as determined by the PCSN Team.

5% Community Involvement

1. Participate in various HIV committees for the City and the PCSN;
2. Assist other team members with reports and presentations within the community or service area;
3. Represent the agency in professional organizations;
4. Assess community needs for input into MHD programs;
5. Provide community education; and
6. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program. (Note: Students in their final year in school may participate in the selection process but may not be hired until the degree has been completed.)
NOTE: Transcripts to date must accompany application form. Applications will not be considered unless transcripts are received. Unofficial copies of transcripts are acceptable.
2. Current permit or license to practice professional nursing in Wisconsin OR eligibility to receive such permit or license. License must be maintained throughout employment.
3. Ability to lift and/or move up to 25 pounds.
4. Valid Wisconsin driver's license at time of appointment and throughout employment
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.
6. Properly insured personal vehicle for use on the job is required. Mileage reimbursement is provided.

KNOWLEDGE AND SKILLS REQUIRED:

1. Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, various City of Milwaukee officials, and other agencies.
2. Ability to provide services in a culturally sensitive manner and ability to maintain confidentiality.
3. Ability to work under pressure and handle multiple and changing priorities.
4. Effective interpersonal and oral and written communication skills.
5. Excellent problem solving skills and ability to exercise independent judgment.

PREFERRED QUALIFICATIONS:

- One to two years related experience and/or training is preferred.
- The ability to fluently read, write, and speak Spanish, Hmong or Russian, is highly desirable.

THE CURRENT SALARY RANGE (666) IS: \$43,182 to \$53,026 annually

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