

PUBLIC HEALTH SOCIAL WORKER – BILINGUAL, SPANISH-ENGLISH

Recruitment #1604-2112DC-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 5/6/2016

Filing Deadline 5/27/2016 11:59:00 PM

HR Analyst Marti Cargile

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

Here is your opportunity to use your unique combination of skills as a bilingual professional social worker in this rewarding position in public health; your involvement will have a direct positive impact on families striving to lead healthier lives. Under the direction of the Empowering Families of Milwaukee (EFM) Program Manager, the Public Health Social Worker-Bilingual assigned to the EFM Program functions as part of a multidisciplinary case management team with the focus on the psychosocial needs of families. The person in this position conducts personal and home visits to work intensively with at-risk pregnant women, families, and infants to improve maternal health, prenatal care, and early childhood health, development, and well-being. Providing services in Spanish and English, the Public Health Social Worker-Bilingual works collaboratively with public health nurses to serve Milwaukee families.

Essential Functions

Home Visiting/Case Management

- Develop and maintain supportive and trusting relationships with clients and other family members to promote independent and empowered actions by families.
- Provide on-going home visits and phone contact based on family's need as prescribed by EFM protocols.
- Follow Healthy Families American evidence-based model and Parents as Teachers curriculum.
- Make appropriate referrals to community resources.
- Act as an advocate for family regarding needed resources from governmental, community, and private agencies; provide public health social work case management of the family.
- Complete developmental screening and assessments of client's physical, social, psychological, and environmental health status.
- Teach prevention, and promote the adoption of healthy behaviors.

- Collaborate with private care providers, allied professionals, and other MHD personnel regarding needs of clients under social work case management.
- Develop and implement case management and care plans for resolution of assessed client/family needs.
- Document social work case management within SPHERE (Secure Public Health Electronic Record Environment) according to MHD policy and Medicaid requirements.
- Assess community needs for input into MHD programs.
- Function as a member of the multidisciplinary team, working in a dyad made up of a public health nurse, social worker, and/or community health worker.
- Establish and maintain collaborative relationships with team members in providing EFM Program services.
- Attend program meetings, training sessions, and community meetings; participate in the orientation and on-going training for EFM.
- Evaluate and/or provide assistance to determine the effectiveness of particular nursing services and home visiting interventions.
- Participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program, or as assigned.

Community Linkage/Advocate

- Act as liaison with hospitals, government services, and community agencies for social service needs of mothers and infants.
- Represent MHD and its policies and strategies in the community.
- Develop network and relationships between the MHD and the community to serve as advocate for clients and their needs.

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 social work from an accredited college or university.
2. Two years of social service experience working in the community with clients.
3. Social Worker certification from the State of Wisconsin or eligibility for a temporary Social Worker certificate.
4. Fluently speak, read, write, and understand Spanish and English.
5. Valid Driver's license and availability of a properly-insured vehicle at time of appointment and throughout employment.

Equivalent combinations of education and experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Student (unofficial) copies are acceptable. 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 and include your college/university name, your name, the degree completed (if applicable) and the date completed.

Desirable Qualifications

- Master's degree in social work from an accredited college or university.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of contemporary theories of child development issues, practices, and trends.
- Knowledge of social services agencies and other resources in the community.
- Ability to read and interpret work-related documents in Spanish and English.
- Oral communication skills in Spanish and English; ability to speak clearly and effectively present information and respond to questions from managers, clients, and the general public.
- Written communication skills in Spanish and English (e.g., reports, business correspondence, and procedure manuals).
- Interpersonal and listening skills, including the ability to maintain good working relationships with clients, multi-cultural and multi-disciplinary staff, other agencies, and the public.
- Ability to manage emotions and respond appropriately when faced with difficult customer situations.
- Exemplary cultural sensitivity.
- Proficiency using standard software (e.g., word processing, database, and spreadsheet programs).
- Proficiency using job-specific applications (e.g., case management information systems and project management programs).
- Ability to analyze and solve problems as well as decision-making skills and sound judgment.
- Ability to plan and organize work to achieve objectives within deadlines.
- Ability to work independently.
- Honesty and integrity as well as the ability to maintain confidentiality.
- Commitment to professional development in the field of public health social work.
- Ability to frequently stand, walk, climb stairs, sit, and occasionally move and lift up to 25 pounds.

Current Salary

The current starting salary (**PAY RANGE 2DN**) for City of Milwaukee residents is **\$47,095** annually, and the non-resident starting salary is \$45,939. Appointment above the minimum – up to \$50,716 – requires approval and will be based on qualifications and experience.

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, sick leave accrual, and much more.

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 and the Fire and Police Commission reserve 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.

INITIAL FILING DATE: The examination will be held as soon as practical after **May 27, 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.

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.