

# WELL WOMEN'S PROGRAM MANAGER

Milwaukee Health Department

*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 a dynamic and community-oriented team leader.*

The Well Women's Program Manager provides overall management and coordination of the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) and the Wisconsin Well Woman Program (WWWP), as well as strategically plans with other governmental and community organizations for women's health services.

## ESSENTIAL FUNCTIONS:

- 40% Provides overall supervision of MBCCAP program: This includes but is not limited to fiscal management, writing grants, program planning, monitoring and evaluating contracts, monitoring performance outcomes, preparing and monitoring program budgets, collecting and analyzing data, making recommendations for program priorities, selecting solution strategies and proposing action plans, and evaluating effectiveness of program services based upon reported information.
- 30% Assures eligibility and enrollment of clients, provides case management, enrolls local providers in the WWWP program. Works with community health providers. This includes, but is not limited to, coordinating meetings, facilitating workgroups, preparing and disseminating reports and other data and information. Assures inclusion of local providers in the ongoing program planning and changes and monitors abnormal client cases. The Program Manager evaluates process and provides guidance and direction when needed to ensure procedures are followed.
- 15% Works with private, public, volunteer and governmental sectors in a community coordinated effort to assure a continuum of care in the area of women's health. This includes, but is not limited to referrals, education, training, case management and outreach. Integrates MBCCAP services with other MHD and community service efforts.
- 5% Establishes program policies and procedures assuring that they meet federal, WWWP, ACR, ACS and labor relations guidelines and regulations; and identifies, assesses and advises MHD on pending legislation and policy relevant to women's health.
- 5% Serves on local, state and national committees and advises on issues relevant to women's health.
- 5% Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Master's degree in health science, health education, health or business administration, nursing or other related field from an accredited college or university.
2. Three years of progressively responsible experience in public health, health education, nursing, social work, or a related field **which must include** program management or supervision in the areas of program planning, budget development and monitoring, contract development, research and data analysis, grant writing, staff development, team management and quality assurance.  
NOTE: Equivalent combinations of education and experience may also be considered.
3. Valid State of Wisconsin Driver's License and properly insured vehicle on the job is required.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

## KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

- Strong oral and written communication skills.
- Strong interpersonal and leadership skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge and ability to create and manage budgets, grant proposals and contracts.
- Knowledge and ability to work with computer applications.
- Knowledge of health care delivery systems, particularly those relating to women's health.
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.

**THE CURRENT ANNUAL SALARY RANGE (07)** is \$52,469 to \$73,453.