



TRANSFER/PROMOTIONAL OPPORTUNITY

COMMUNITY EDUCATION ASSISTANT

PURPOSE: The Community Education Assistant works within the Men's Health Section of the Milwaukee Health Department's Family Community Health Services Division to recruit clients and increase awareness of men's health issues and MHD sponsored programs. The Assistant instructs individuals and families in the community about health education, disease prevention, support resources, and provides support for the activities of the Public Health Educator, Social Worker and Public Health Nurse. This position works directly with clients to meet the objectives of MHD and sources that fund the Men's Health Centers and other affiliated programs.

ESSENTIAL FUNCTIONS:

65% Community Outreach and Education

- Provide information and education sessions to the community and individual clients on identified topics in multiple settings such as MHD offices or clinics, community based organizations, churches, employment service offices, various community sites or events. Distribute educational materials in the community. Participate in community activities to heighten the awareness of men's health. Help clients obtain necessary resources at MHD and other agencies with a men's health focus. Recruit men from MHD programs into men's health office settings and introduce connections to associated topics such as fatherhood programs, infant mortality, health access and others that connect males to MHD programs.

20% Documentation

- Utilize evaluation tools and maintain data to support the effectiveness of community outreach and to determine effectiveness of presentations; assist data collection via surveys and client health assessment forms; document and prepare planning checklists for assignment pre-approvals; document education activities provided in accordance with established protocols and standards; complete weekly, monthly and annual reports as required by various federal, state, local programs and the MHD.

15% Community Meetings and Planning

- Establish and garner community support for MHD programs and message and promote services. Obtain feedback from community groups regarding education materials. Assist community members and health field personnel to assess, plan for and provide needed health and related services. Attend community meetings and events and serve as liaison representing and supporting MHD interests.

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. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. One year of experience in community outreach, customer service, counseling, education, nursing or other work related to the above essential functions.
 - Note: Related education may substitute for experience.
3. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

Bi-lingual in Spanish, Hmong or Russian

Community Education Assistant (MHD)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of computers, office applications and keyboarding
- Ability to read and comprehend simple instructions, short correspondence and memos
- Ability to prepare simple correspondence
- Ability to effectively present information in one-on-one and small group settings to customers, clients and other employees
- Effective oral communication skills
- Ability to perform basic math including addition, subtraction, multiplication, division, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs
- Reasoning ability
- 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 provide services in a culturally sensitive manner
- Ability to maintain confidentiality

SALARY (PR5BN):

- The current starting salary is \$30,228 annually for City of Milwaukee residents. The non-resident starting salary is \$29,781 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments; written test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Water Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be *transferred and/or promoted* to this position.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, by calling (414) 286-3751 or by visiting www.milwaukee.gov/jobs.
- **Applications should be returned to: Barbara Henry, Health Personnel Officer, Zeidler Municipal Building, 841 N Broadway, 3rd Floor by November 12, 2013. Receipt of applications may be discontinued any time after this date.**

If you have questions about the Community Education Assistant position assigned to the Men's Health Program, please contact Mr. Darryl Davidson, Men's Health Program Manager at extension 8574.

- NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-3751.

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