

COMMUNITY EDUCATION ASSISTANT-BILINGUAL

Recruitment #1911-2201DC-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	11/26/2019 1:45:00 PM
Filing Deadline	12/20/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

This Community Education Assistant position has been designated as a bilingual position to ensure that service is provided to Limited English Proficiency (LEP) clients whose primary language is Spanish.

PURPOSE

The Community Education Assistant-Bilingual (Spanish) works within the Wisconsin Well Woman/WISEWOMAN program offices and community to recruit clients and increase awareness regarding women's health issues and programs sponsored by the Milwaukee Health Department (MHD).

ESSENTIAL FUNCTIONS

Well Woman/WISEWOMAN Program:

- Enroll eligible women in the Well Woman/WISEWOMAN programs and schedule them for services.
- Provide patient-centered risk reduction counseling and referrals (health coaching, lifestyle program, and linkages to community resources) to program clients.
- Provide cardiovascular screening services to eligible women in Well Woman clinics.
- Provide support for the activities of the Public Health Nurse.
- Provide translation for Well Woman/WISEWOMAN Spanish-speaking clients and staff.

Community Outreach, Education, and Navigation:

- Conduct outreach and recruit women for Well Woman/WISEWOMAN services from community organizations, agencies, or health centers.
- Help clients navigate and obtain necessary resources at MHD and other agencies.
- Support and empower Well Woman/WISEWOMAN clients to self-navigate the healthcare system.
- Provide navigation services to program clients no longer eligible for Well Woman/WISEWOMAN services.
- Provide information and education sessions to the community and individual clients on topics such as breast and cervical cancer screening and cardiovascular disease prevention in MHD offices and clinics, churches, community-based organizations and sites, and at area events to heighten the awareness of Well Woman/WISEWOMAN programs.

- Participate in community activities to heighten the awareness of women’s health and other MHD programs or community resources; serve as liaison representing and supporting MHD interests.

Documentation:

- Complete and use all Well Woman/WISEWOMAN program forms per program guidelines.
- Maintain data collection tool to document all community outreach events and presentations.

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.

CONDITIONS OF EMPLOYMENT

- Must be able to perform light physical work to transport and set up equipment and displays for outreach events and training, including lifting and moving up to 10 pounds occasionally.

MINIMUM REQUIREMENTS

1. One year of experience in one or more of the following areas: community outreach, counseling, education, health services, or other work related to the above essential functions.

NOTE: Related coursework in social work, counseling, education, nursing, and public health may be substituted for up to six months of the above experience. If you use coursework to qualify, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Where applicable, applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

Equivalent combinations of education and experience may be considered.

2. Bilingual in Spanish and English.
3. Valid Wisconsin Driver’s license and the availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of women’s health issues, community outreach best practices, and training principles.
- Ability to read and comprehend work-related materials in both Spanish and English.
- Oral communications skills, including ability to speak fluently and conduct presentations in both Spanish and English.
- Ability to use computers, including word processing, spreadsheet, the Internet, and email.
- Ability to record and analyze data as well as write accurate reports.
- Interpersonal and customer service skills: ability to build and maintain good working relationships with multicultural and multidisciplinary staff, City officials, the media, other agencies, and the public.
- Ability to work cooperatively with people whose backgrounds may differ from one’s own.
- Ability to work well within a team environment.

- Ability to provide services in a culturally sensitive manner and promote the adoption of healthy behaviors among clients.
- Ability to maintain confidentiality and represent the Milwaukee Health Department in a positive, professional, and ethical manner.
- Ability to use sound judgment.
- Planning, organizational, and time management skills.

CURRENT SALARY

The current salary range (5BN) is \$30,530-\$37,456, and the resident incentive salary range for City of Milwaukee residents is \$31,446-\$38,580. Appointment is at the beginning of the range.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

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 Assessor's Office 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 **Friday, December 20, 2019**. 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.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.