

COMMUNICABLE DISEASE SPECIALIST (Spanish Bilingual)

MILWAUKEE HEALTH DEPARTMENT (MHD)

THE PURPOSE of this position is to reduce the spread of sexually transmitted diseases (STDs) and the human immunodeficiency virus (HIV) and promote the health of persons affected by such diseases using scientific public health principles and working collaboratively with other agencies and individuals. The specialist will independently provide counseling and referral services to clients and their sexual and needle-sharing partners at a high risk of transmitting aforementioned diseases. These services include risk reduction counseling; STD, HIV, Hepatitis, and TB screening; assistance with the notification of sexual and needle-sharing partners; and referral to a broad range of medical care and other services. Persons served include primarily STD/HIV-infected persons, men who have sex with men, and injection drug users. The position also works with other hard-to-reach and special populations, including homeless persons, sex industry workers, transgender and intersexed persons, incarcerated populations, and persons whose primary language is not English.

ESSENTIAL FUNCTIONS:

Providing the following services to affected clients:

- Health education
- Risk reduction counseling
- STD, HIV, and TB screening
- Assistance in notifying sexual and needle-sharing partners
- Referral services for medical care

70% Detection, intervention, reporting, surveillance and referral activities related to persons residing primarily in southeastern Wisconsin with STD/HIV infections and their contacts at risk for STD/HIV transmission.

- Contact all identified and locatable clients who have been exposed to HIV and STDs and provide contact interviewing, prevention information, risk reduction counseling, referral and follow-up procedures, in accord with established state and national standards.
- Initiate, maintain, and complete STD/HIV infection investigative report forms and other data collection and reporting materials.
- Conduct STD and HIV-related clinical testing procedures to include collection and processing of laboratory specimens for HIV antibody testing (fingerstick or oral fluid testing), conducting rapid HIV testing analyses, interpreting test results, adhering to laboratory quality assurance standards, conducting and interpreting TB related PPD skin tests, and counseling clients regarding test results and needed follow-up.
- Provide non-English speaking clients access to culturally and linguistically appropriate STD and HIV partner counseling and referral services using bilingual or translation services when necessary.
- Follow established procedures to ensure strict confidentiality of client information in accord with Wisconsin Statutes and Administrative Code and policies and procedures established by the Wisconsin STD and AIDS/HIV Programs.

30% Education, consultation, technical assistance and training of public and private health agencies and community groups.

- Provide training, consultation, and technical assistance to local health providers on STD/HIV/AIDS case detection, case intervention techniques, policies and procedures, quality assurance standards, and data collection tools. This includes co-facilitating annual training for new STD/HIV partner counseling and referral service workers and presenting at regional meetings, as requested by the Wisconsin Division of Public Health.
- Independently advise local health providers and laboratories on the development and implementation of STD and HIV-related testing, counseling, and diagnostic and treatment services, including encouraging complete and rapid reporting of cases.
- Provide educational presentations and workshops on a range of topics related to STD/HIV to multi-disciplinary community groups.

Communicable Disease Specialist (Spanish Bi-Lingual)

- Participate in the planning, implementation, and evaluation of STD/HIV prevention demonstration and research projects directed at persons at risk for STD/HIV infection and their sexual and needle-sharing partners and social contacts.
- Represent the City of Milwaukee Health Department by participating in local and statewide task forces and committees, advisory groups, and professional organizations focused on systems of STD/HIV care and prevention services.
- Assist with development and evaluation of educational materials and information resources for individuals and organizations in southeastern Wisconsin (i.e., health professionals, community service providers, clients and their contacts and families). As requested by the Division of Public Health, review and provide input into statewide educational resources.
- Assist with development, implementation, and evaluation of curriculums and health education programs that focus on STD/HIV prevention and individual risk reduction.
- Perform other job related 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. Bachelor's Degree in Public Health, Health Education or other closely related field from an accredited college or university.

Note: Equivalent combinations of training and experience may also be considered. For example, an Associate's Degree in a field of study related to the above and at least 2 years of professional experience related to the Essential Functions above may be considered. Related experience which would be considered includes counseling and referral services work done for at risk persons.

NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box CDS, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Fluently speak, read, write and understand Spanish and English.
3. Valid Driver's license at time of appointment and throughout employment and availability of a properly insured personal automobile for use on the job throughout employment. Mileage reimbursement is provided.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:

- Advanced knowledge of STD/HIV prevention principles and strategies directed at high risk populations
- Advanced knowledge of epidemiological, clinical and laboratory services related to HIV and STDs
- Advanced knowledge of STD/HIV case management principles and procedures
- Extensive knowledge of community organizations and agencies related to HIV/AIDS and STDs
- Advanced knowledge regarding the appropriate handling of highly confidential and sensitive information
- Extensive knowledge and experience in consultation, technical assistance and training to diverse communities, agencies and individuals
- Ability to obtain blood and oral mucosal specimens from clients for testing; to correctly Administer and read a PPD skin test (tuberculosis testing); and to collect specimens and conduct the desktop laboratory procedures to accurately interpret HIV rapid results
- Ability to assess issues related to substance abuse and mental health for the purpose of determining appropriate referrals

Communicable Disease Specialist (Spanish Bi-Lingual)

- Ability to work collaboratively with people from a wide range of backgrounds and sensitivity to alternative and diverse lifestyles and to provide services in a culturally sensitive manner
- Ability to communicate diplomatically and tactfully with clients who are emotional and/or agitated
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, other agencies and the public;
- Assertiveness skills
- Customer service skills
- Analytical skills
- Interpersonal skills
- Organizational skills
- Oral communication skills in Spanish and English
- Written communication skills in Spanish and English
- Ability to work in a team environment
- Ability to establish a great deal of rapport with clients
- Presentation skills

THE CURRENT SALARY (2AN) IS: \$ 34,279 - \$ 47,987 annually with excellent benefits. Minimum recruitment rate for this position is \$41,495.

THE SELECTION PROCESS will be job related and will consist of one or more the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves 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.

The examination will be held as soon as practical after **September 28, 2012**. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission not later than ten calendar days after the rejection notice was mailed. **Unless otherwise required by law, the City of Milwaukee will not provide alternate 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.**

APPLICATIONS and further information may be obtained from our web site www.milwaukee.gov/jobs , in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling 414-286-3751.