

# COMMUNITY EDUCATION ASSISTANT-BILINGUAL

Recruitment #1506-2201DC-001

**List Type** Original

**Requesting Department** HEALTH DEPARTMENT

**Open Date** 7/6/2015 3:50:00 PM

**Filing Deadline** 7/31/2015 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**

Under the direction of the Wisconsin Well Woman Program Manager, the Community Education Assistant-Bilingual (Spanish) works within the Wisconsin Well Woman/WISEWOMAN program offices and community to recruit clients and increase awareness on women's health issues and programs sponsored by the City of Milwaukee Health Department. The Community Education Assistant instructs individuals and families in the community about breast and cervical cancer screening health education, cardiovascular disease prevention, support resources, and provides support for the activities of the Public Health Nurse. The person in this position works directly with clients to meet the objectives of MHD and the Wisconsin Well Woman/WISEWOMAN and other affiliated programs.

## **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 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 approved identified topics in multiple settings such as MHD offices and clinics, churches, various 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.

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### ***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.

### ***Community Meetings and Planning:***

- Establish and garner community support for MHD programs and messages and promote services.
- Attend pre-approved community meetings and events; 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, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **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. Your transcript must be legible and include your college or 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 AND OTHER CHARACTERISTICS**

- Interpersonal and customer service skills: ability to build and maintain good working relationships with multicultural, multidisciplinary staff, City officials, the media, other agencies, and the public.
- Ability to work cooperatively within a team environment.
- Ability to provide services in a culturally sensitive manner and promote the adoption of healthy behaviors among clients.
- Ability to represent the Milwaukee Health Department in a professional, ethical manner.
- Ability to maintain confidentiality.
- Ability to read and comprehend work-related materials in both Spanish and English.
- Oral communications skills, including speaking fluently and conduct presentations in both Spanish and English.
- Ability to use sound judgment.
- Planning, organizational, and time management skills.
- Ability to use computers, including word processing, spreadsheet, Internet, and email.

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- Ability to record and analyze data as well as write reports.
- Knowledge of mathematics and the ability to make accurate calculations.
- Knowledge of women’s health issues, community outreach best practices, and training principles.

### **CURRENT SALARY**

The current starting salary (**PR 5BN**) for City of Milwaukee residents is **\$30,530** annually, and the non-resident starting salary is **\$29,781**.

### **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 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.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **July 31, 2015**. 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.