

COMMUNITY EDUCATION ASSISTANT

City of Milwaukee Health Department

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. 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, and nursing/public health may substitute for up to six months of the above experience. If you use coursework to qualify, you must submit a college transcripts 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 CEC, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Where applicable, applications without transcripts will be rejected.

Community Education Assistant (MHD)

- 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 or Hmong.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use computers, including word, excel, internet and e-mail.
- Ability to read and comprehend written materials.
- Ability to prepare written reports and basic correspondence clearly and accurately.
- Ability to prepare interesting and informative educational materials.
- Effective oral communications skills including speaking clearly, understandably, and using proper English grammar.
- Ability to present information orally to small or large groups effectively.
- Ability to prepare interesting and informative information to be presented orally.
- Ability to use mathematics including fractions, and decimals and computing rates, ratios and percents.
- Ability to analyze data.
- Ability to reason effectively.
- Ability to use good judgment.
- Ability to plan, organize and coordinate multi-faceted tasks and projects.
- 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: 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.

The examination will be held as soon as practical after **January 17, 2014**. 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 by mail 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.

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 414-286-3751.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.