

COMMUNICABLE AND INFECTIOUS DISEASE PROGRAM SUPERVISOR

Milwaukee Health Department

PURPOSE: The person in this position provides leadership, management, and supervisory oversight of the Milwaukee Health Department's STD/HIV clinic and field program at the Keenan Health Center, with associated epidemiology, research, and surveillance activities. The Communicable and Infectious Disease Program Supervisor oversees and promotes prevention programs and participates in strategic planning and research with other agencies to achieve the goals and outcomes of the MHD.

ESSENTIAL FUNCTIONS:

Program Management: Clinic & Field Operations

- Establish and monitor program goals, direction, and outcomes.
- Work closely with the MHD Associate Medical Director, STD Public Health Nurse Coordinator, and Centers for Disease Control and Prevention (CDC) supervisory staff to assure STD/HIV clinic, field, and surveillance protocols are effective and enforced.
- Analyze local and national data to determine disease trends and design appropriate STD/HIV prevention and intervention service models.
- Set priorities and oversee strategic plan implementation consistent with City, State and National benchmarks.
- Manage billing activities.
- Collaborate with a variety of MHD and other community programs to integrate STD/HIV services within the Milwaukee community.
- Manage facility, equipment, and supply needs.

Supervision

- Hire, supervise, and evaluate work performance of a diverse and multidisciplinary staff.
- Oversee activities of CDC supervisory staff assigned to the STD/HIV Program, including the Field Operations Manager and First Line Supervisor.
- Coordinate program and clinic staffing and scheduling.
- Provide mentoring, staff development, and training.
- Promote professional development and accountability in a supportive environment.
- Work with the MHD Personnel Office regarding personnel issues related to staff.

Strategic Outcomes Management

- Manage multiple grants and contracts to assure program goals, objectives, and outcomes are met.
- Assist in preparing and monitoring grant applications and budgets.
- Develop, negotiate, and monitor contracts with professionals and community based organizations (CBOs).
- Prepare reports, briefings, and updates as necessary.
- Represent MHD interests before City government units and non-City agencies.
- Provide professional expertise to research projects, proposals, and new initiatives.

Community Leadership

- Collaborate with the MHD management team, local health departments, the State Division of Public Health, universities, hospitals, community health centers, and other organizations to meet prevention and intervention program goals.
- Facilitate clinical learning experiences and site visits for program partners and grantors.
- Coordinate efforts with other coalitions and initiatives, and draw on available sources for technical assistance.
- Identify, recruit, develop, support, and maintain community partnerships to advocate for community empowerment and ownership of STD/HIV issues, as well as long term infrastructure improvements.

Other duties:

- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- The person in this position must be willing and able to serve on a 24-hour on-call rotation schedule and work non-standard hours in a public health emergency or investigation.

MINIMUM REQUIREMENTS:

1. Master's Degree in Administration, Community Health, Health Education, Human Services, Management, Clinical Laboratory Services, Nursing, Public Health, Social Work, or a related field from an accredited college or university.
2. Three years of progressively responsible experience in community health, health education, human services, nursing, public health, social work, or a related field, which must include at least two years of program management or supervision in the areas of program planning and evaluation, budget management, contract administration, staff development, team management, and quality assurance.
3. Experience should include one or more of the following areas: STD/HIV related research, evaluation, epidemiology, data management, communicable disease data surveillance systems, an understanding of Milwaukee's health care delivery system, and work with the STD/HIV or traditionally underserved populations.

NOTE: *Equivalent combinations of education and experience may be considered.*

4. Valid driver's license at time of appointment and throughout employment and a properly insured personal vehicle for use on the job.
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the principles, practices, and procedures of modern public health administration.
- Knowledge of the cause, transmission, treatment, and prevention of communicable diseases, particularly STDs.
- Supervisory skills, including the ability to motivate and develop staff as well as monitor and evaluate their work.
- Knowledge of epidemiological and mathematical concepts and statistics.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to read and understand business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Oral communication, presentation, and training skills.
- Skill in coordinating people and resources.
- Analytical, problem-solving, and critical thinking skills.
- Planning, organizational, and time management skills.
- Ability to work independently and take initiative.
- Skill in using spreadsheet, word processing, and database applications as well as the Internet.
- Knowledge of data management.
- Ability to conduct research.
- Ability to build and maintain effective working relationships with a multicultural and multidisciplinary staff, other agencies, and the public.
- Ability to provide services in a culturally sensitive manner.
- Ability to maintain confidentiality.

THE CURRENT ANNUAL SALARY RANGE (07) is \$53,518.66 to \$74,921.86 with excellent benefits. Appointment is normally at the beginning of the range; however, appointment above the minimum is possible commensurate with experience and with approval.