

DISEASE INTERVENTION SPECIALIST

Recruitment #2102-2574DC-011

List Type	Original
Requesting Department	HEALTH-PUBLIC HEALTH SERVICES
Open Date	2/16/2021 10:55:00 AM
Filing Deadline	3/9/2021 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.



PURPOSE

Under the direction of the Sexual and Reproductive Health Program Manager, the Disease Intervention Specialist utilizes scientific public health principles, inter-agency collaborations and health education programs to effectively reduce the spread of sexually transmitted infections (STIs) and the human immunodeficiency virus (HIV) and to promote the health of persons affected by such infections.

ESSENTIAL FUNCTIONS

Detection, intervention, reporting, surveillance and referral activities:

- Independently perform detection, intervention, reporting, surveillance, notification, and referral activities related to persons in southeastern Wisconsin with STI/HIV infections and their contacts at risk for STI/HIV transmission.
- Contact all identified and locatable clients who have been exposed to HIV and STIs and provide contact interviewing, prevention information, risk reduction counseling, referral to medical care and other services, and follow-up procedures in accord with established state and national standards.
- Initiate, maintain, and complete STI/HIV infection investigative report forms and other data collection and reporting materials.
- Use laboratory quality assurance standards to conduct clinical testing procedures related to STI, HIV, and hepatitis detection. Obtain blood and oral mucosal and other specimens from clients and conduct desktop laboratory procedures to accurately interpret HIV rapid results.
- Apply a trauma-informed approach in providing sexual health education and services to all persons, including transgender, non-binary, and gender nonconforming and diverse populations.
- Using interpretation services, provide non-English speaking clients with access to culturally and linguistically appropriate STI and HIV partner counseling and referral services.
- 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 STI and AIDS/HIV Programs.

Education, consultation, technical assistance and training:

- Provide education, consultation, technical assistance, and training of public and private health agencies and community groups.
- Assist local health providers with STI/HIV/AIDS case detection, case intervention techniques, policies and procedures, quality assurance standards, and data collection tools, including co-facilitating annual training for new STI/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 STI and HIV-related testing, counseling, and diagnostic and treatment services.
- Provide educational presentations and workshops on a range of topics related to STI/HIV to multi-disciplinary community groups.
- Represent the Milwaukee Health Department by participating in local and statewide task forces and committees, advisory groups, and professional organizations focused on STI/HIV care and prevention services.
- Assist with developing, implementing, and evaluating educational materials, information resources, curriculums, and health education programs that focus on STI/HIV prevention and individual risk reduction, including reviewing and providing input into statewide educational resources.

- Dedication to the promotion of health and prevention of disease and a commitment to stay abreast of current practices for reducing the spread of STIs and HIV in the community.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Work standard hours are 8:00 a.m.-4:45 p.m. Monday through Friday; however, on rotating Mondays and Thursdays, the schedule is 10:45 a.m.-7:30 p.m.; occasional weekend and evening hours may be required.
- Must wear industry related personal protective equipment (PPE) such as gloves, facemask or face shield.
- Must pass a TB skin test annually.
- May travel outside the City of Milwaukee, occasionally overnight, in order to attend training and conferences.
- Must carry a mobile device during business hours.
- Must be able to lift and move up to 25 lbs.
- While performing the duties of this job, employees may be exposed to infectious agents or toxins.
- The Disease Intervention Specialist is considered essential staff during this public health emergency.

MINIMUM REQUIREMENTS

1. Bachelor's degree in public health, health education, or a closely related field from an accredited college or university.
2. Valid driver's license and possession of a properly insured vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.
3. Successful completion of the Centers for Disease Control and Prevention course "Passport to Partner Services" within six months of appointment. NOTE: Course content may be viewed at: <https://www.cdc.gov/std/training/passport-partner-services.htm>

Equivalent combinations of education and experience may also be considered. For example, an Associate's Degree in a health-related field of study and at least two years of professional experience related to the essential functions described above such as providing counseling and referral services for at-risk persons may be considered.

IMPORTANT NOTE: Transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Ability to provide interpretation for Spanish speaking clients.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of public and community health principles and practices.
- Knowledge of STI/HIV prevention principles and strategies directed at high risk populations, STI/HIV case management principles and procedures, and epidemiological, clinical, and laboratory services related to HIV and STIs.
- Knowledge of community organizations and agencies related to HIV/AIDS and STIs.
- Knowledge of mathematics and the ability to make accurate calculations in order to maintain accurate program statistics.
- Ability to read and interpret work-related documents, including procedures manuals, governmental publications, and periodicals.
- Ability to provide consultation, technical assistance, and training to diverse communities, agencies, and individuals.
- Ability to assess issues related to substance abuse and mental health for the purpose of determining appropriate referrals.
- Ability to use standard software programs such as word processing, spreadsheet, database, presentation, email, and the Internet.

Communication, Customer Service and Interpersonal

- Written communication skills, including the ability to write reports.
- Presentation and training skills.
- Customer service and communication skills, including the ability to listen attentively, be assertive, and be persuasive.
- Ability to communicate diplomatically and tactfully with clients who are emotional or agitated.
- Ability to maintain effective working relationships with a multi-cultural, multi-disciplinary staff, community partners, and the public.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to establish rapport and provide services sensitively and collaboratively with clients from diverse lifestyles and backgrounds.

Time Management and Judgement

- Ability to independently plan, organize, and prioritize work to achieve objectives within deadlines.
- Problem-solving and decision-making skills.
- Ability to exercise sound judgement.
- Ability to appropriately handle sensitive information and to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2AN) is **\$42,539-\$49,193** annually, and the resident incentive salary range for City of Milwaukee residents is **\$43,815-\$50,669** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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/ImageLibrary/Groups/derAuthors/Benefits-/2020/2021COMOEACTIVEGuide10.6.20FINAL.pdf>.

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 **Tuesday, March 9, 2021**. 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

APPLICATION PROCEDURE:

- Applications can be accessed by visiting www.jobaps.com/MIL.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 206

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