

EMPOWERING FAMILIES OF MILWAUKEE PROGRAM MANAGER

Recruitment #2005-4789-001

List Type	Original
Requesting Department	HEALTH-PUBLIC HEALTH SERVICES
Open Date	6/9/2020 2:00:00 PM
Filing Deadline	7/6/2020 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.

PURPOSE

The Empowering Families of Milwaukee (EFM) Program Manager provides leadership and supervisory oversight of the Milwaukee Health Department's (MHD) EFM Program and the Direct Assistance to Dads (DAD) Project. Using the Parents As Teachers (PAT) evidence-based home visitation model, the incumbent in this position coordinates a team of Public Health Nurses, Social Workers and Fatherhood Specialists focused on program objectives such as curtailing infant mortality, enhancing parent-child interactions, building parental child development knowledge and the overall improvement of birth outcomes and family well-being.



ESSENTIAL FUNCTIONS

PROGRAM MANAGEMENT

- Develop, integrate and monitor program goals, objectives and outcomes.
- Coordinate services of program staff to meet identified needs of the population; implement appropriate evaluation processes related to the EFM program and the DAD Project services.
- Coordinate the development of standardized case management and home visiting protocols.
- Provide leadership, support and training for case management and home visiting teams.

- Analyze data to assure achievement of outcomes with assistance from the Milwaukee Health Department (MHD) Epidemiologist, Medical Director and the Policy, Innovation and Engagement (PIE) Division.
- Monitor and prepare budgets, contracts and program reports.
- In tandem with MHD Directors and Officers, appear before the Civil Service Commission and the Common Council on topics relative to grant renewals, grant petitions, employee and staffing relations, and finance and procurement impacting the EFM Program and the DAD Project.
- Assure implementation of quality improvement strategies; develop and maintain community referral sources for the projects.
- Collaborate with MHD managers, directors and officers and organizations that work with case management teams to provide services and support to target families.
- Maintain financial oversight of programmatic funding expenditures by creating and managing budget tracking mechanisms, monitoring and approving payroll, and coordinating reporting with the MHD Finance and Administration.

PROGRAM DEVELOPMENT

- Facilitate the collection of data and analyzes data for program development.
- Provide professional expertise to related MHD projects and proposals.
- Identify grant funding opportunities to support MHD projects.
- Write proposals using program data and other relevant sources to obtain new funding.
- Evaluate and revise case management and home visiting protocols, policies and procedures based on emerging research and program evaluations.
- Assure implementation of quality improvement strategies; develop and maintain community referral sources.

SUPERVISION

- Supervise case management and home visiting teams, support staff, Health Project Coordinators, and supervisors of the EFM Program and the DAD project.
- Oversee the hiring of programmatic staff, including serving on interview panels and collaborating with MHD Human Resources and the Department of Employee Relations.
- Train, orient, and develop new staff; promote professional development and accountability in a supportive environment.
- Evaluate staff work performance, provide mentoring and completes annual performance appraisals.
- Ensure that staff members are following the EFM and the MHD policies and procedures and implement progressive discipline when appropriate.

COMMUNITY COLLABORATION

- Collaborate with a variety of MHD programs, community-based organizations, Wisconsin Department of Children and Families, the Department of Health Services, managed care organizations, physician networks, non-traditional partners and other organizations to integrate the EFM Program and the DAD Project services in the Milwaukee community.
- Serve as the primary spokesperson for the EFM Program and the DAD Project.
- Identify, recruit, develop, support and maintain primary partners around healthy pregnancy and birth outcomes, infant mortality reduction and home visiting service delivery.
- Participate on committees related to the reduction of infant mortality.
- Participate in other coalitions and initiatives to coordinate home visiting services and support long-term infrastructure improvements.

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.

CONDITIONS OF EMPLOYMENT

The EFM Program Manager:

- Must be willing to carry a mobile device for business purposes.
- May travel outside the City of Milwaukee, occasionally overnight, for training purposes or to participate in meetings as a representative of the City.

MINIMUM REQUIREMENTS

1. Bachelor's degree in community health, health education, public health, nursing, social work or a related field from an accredited college or university.
2. Three years of progressively responsible experience coordinating public or community health programs. Experience may include community organizing and/or collaboration or health program planning, supervision, development, oversight, implementation and/or evaluation.

Equivalent combinations of education and experience may be considered however, a Master's degree in a related field may be substitute for one year of experience only.

3. Valid driver's license at time of appointment and throughout employment.
4. Possession of a properly insured vehicle at time of appointment and throughout employment. An automobile allowance is provided.

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

DESIRABLE QUALIFICATIONS

- Bilingual in Spanish, Hmong, or Russian.
- Supervisory experience.
- Experience performing functions related to home visits, maternal and child health, and/or child attachment.
- A master's degree in a related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Broad cross-disciplinary knowledge of Family and Child Health, including community home visiting programs, case management principals and public health.
- Knowledge of health care delivery systems.
- Knowledge of programmatic management principles and concepts.
- Knowledge of prevention-focused public health practice.
- Ability to apply mathematical concepts to practical situations.
- Ability to lead, manage and motivate a diverse team.
- Ability to identify and improve workplace processes.
- Ability to read and interpret work-related documents.
- Ability to identify and build relationships with community organizations and agencies related to the program.
- Ability to provide services in a culturally sensitive manner.
- Ability to communicate orally with culturally diverse individuals at all levels within and outside the organization.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to develop and monitor reports.
- Proficiency using standard computer programs such as processing, spreadsheet, database, project management, and inventory software applications.

- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Project management skills, including the ability to delegate.
- Ability to remain professional at all times.
- Honesty, integrity and the ability to maintain confidentiality.
- Commitment to the promotion of family and community health.
- Commitment to staying abreast of current best practices in family and child health, management, and quality improvement.

CURRENT SALARY

The current salary range (1FX) is \$68,274-\$87,270 annually, and the resident incentive salary range for City of Milwaukee residents is \$70,322-\$89,889 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 that includes the following:

- 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 <http://city.milwaukee.gov/Benefits>

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 **Monday, July 6, 2020**. 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

APPLICATIONS and further information may be accessed by visiting <http://city.milwaukee.gov/jobs>.

- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

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