

# HEALTH PROJECT ASSISTANT

Recruitment #1906-2216DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	7/9/2019 12:00:00 PM
<b>Filing Deadline</b>	7/30/2019 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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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 Health Project Assistant is responsible for outreach, recruitment and enrollment of expectant and parenting fathers into the Direct Assistance to Dads (DAD) Project. The Health Project Assistant will conduct home visits with enrolled fathers, and will provide evidence-based programming, assessments, and care planning to ensure optimal father involvement in their partner's and children's lives.

## ESSENTIAL FUNCTIONS

### Home Visits/Case Management

- Develop and maintain supportive and trusting relationships with fathers in the targeted zip code area to assure optimal health and wellbeing of fathers and their families.

- Provide ongoing home visits and phone contact, based on family's need as prescribed by DAD Project protocols.
- Provide nurturing Fathers Program, 24/7 Dad and Parents as Teachers curriculum as part of home visits.
- Conduct home visits and complete needs assessments/care plans tailored to participants' needs.
- Teach positive relationship-building skills and enhance constructive involvement of fathers with family.
- Act as an advocate for fathers regarding needed resources from governmental, community and private agencies.
- Complete developmental screening and assessments of participant and child's physical, social, psychological, and environmental health status. Provide education on primary, secondary and tertiary health problems.
- Teach prevention and promote the adoption of healthy behaviors and access to preventative health care.
- Develop and implement case management and care plans for resolution of assessed client/family needs.
- Document social work case management within Secure Public Health Electronic Records Environment (SPHERE), pursuant to Milwaukee Health Department (MHD) requirements.

### **Case Collaboration**

- Function as a member of a multidisciplinary, multi-program team, working in collaboration with the public health nurses, social workers and community health workers in the Empowering Families of Milwaukee (EFM), Nurse-Family Partnership (NFP), and Parents Nurturing and Caring for their Children (PNCC) home visiting programs.
- Provide case consultation and joint home visits as needed with partners in EFM, NFP, and PNCC regarding father needs and engagement.
- Encourage father involvement in joint EFM/NFP home visits with partner.
- Attend relevant program meetings, training sessions and community meetings.
- Participate in the orientation and ongoing training for the DAD Project and assist in data collection, program evaluation, and preparation of reports pertinent to objectives of the program.

### **Community Outreach**

- Conduct outreach in the targeted community to engage and enroll expectant and parenting fathers with children younger than 18 months of age and provide outreach to the partners of program participants for enrollment in the EFM, NFP, and PNCC programs.
- Attend appropriate fatherhood-related community meetings, events and initiatives.
- Collaborate with Impact 2-1-1 to establish and maintain resources for fathers in the community.
- Establish and maintain relationships with area fatherhood programs and other community-based organizations that serve fathers and their children.

*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 current work schedule is 8:00 a.m.-4:45 p.m.; however, scheduling flexibility is required to meet the needs of the department.
- Willingness to carry a mobile device for business purposes.

## MINIMUM REQUIREMENTS

1. Three years of experience working in a social service setting performing duties related to this position, including conducting home visits, performing outreach, and collaborating with community partners.
2. Valid Driver's License at the time of appointment and throughout employment and the availability of a properly-insured vehicle for use on the job (automobile allowance provided).

*Equivalent combinations of education and experience may also be considered.*

**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

- Bachelor's degree in social work or a related field from an accredited college or university.
- Experience working with fatherhood initiatives.
- Ability to read, write, and speak Spanish or Hmong.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health, including community home visiting programs and case management principles.
- Knowledge of fatherhood programs and goals.
- Interpersonal skills: ability to establish and maintain effective working relationships in a multi-cultural, multi-disciplinary environment.
- Ability to read and interpret work-related documents.
- Problem-solving and decision-making skills.
- 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 verbally 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 cope with sensitive and emotional situations.
- Ability to conduct interviews and home visits in a compassionate, tactful manner.
- Basic computer skills in order to use Microsoft Office Suite and the ability to learn database, project management, spreadsheet software applications and case management information system.
- Presentation and training skills for the purpose of providing program promotion and outreach.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Commitment to serve the public honestly and with sensitivity.
- Ability to remain professional at all times.
- Honesty, integrity and the ability to maintain confidentiality.

## CURRENT SALARY

The current starting salary (5FN) is \$42,539 and the resident incentive starting salary for City of Milwaukee residents is \$43,815. *Appointment will be made in accordance with the provisions of the salary ordinance.*

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/Benefits2019>.

## 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, July 30, 2019**. 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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

## CONCLUSION

*EEO 501*

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