

# HEALTH PROJECT COORDINATOR-EFM

EMPOWERING FAMILIES OF MILWAUKEE  
Recruitment #2008-4300-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	8/7/2020 10:30:00 AM
Filing Deadline	8/31/2020 11:59:00 PM
HR Analyst	Marti Cargile

## INTRODUCTION

*Empowering Families of Milwaukee (EFM) uses evidence-based models and partners with the community to provide frequent and long-term home visits to families. The focus of EFM is pregnant women and their children. The program facilitates access to health, social, and child development support for families. The Health Project Coordinator-EFM position is funded by the Wisconsin Department of Children and Families with a grant for the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Federal Grant.*



*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 Coordinator-Empowering Families of Milwaukee (EFM) provides daily coordination of EFM program staff, comprised of Public Health Nurses and Public Health Social Workers.**

## ESSENTIAL FUNCTIONS

### PROGRAM MANAGEMENT AND SUPERVISION

- Manage intake of referrals of pregnant mothers in the City of Milwaukee in need of comprehensive health and social services; assign cases to appropriate case management staff.
- Assist with program staff hiring processes to build a team that represents the families and communities EFM seeks to serve.
- Provide regular reflective, administrative, and clinical supervision to the team.
- Ensure the team's adherence and fidelity to applicable models and curriculum, and provide mentoring in a supportive environment.
- Provide staff development and training, along with UW Extension and other institutions.

- Evaluate staff performance to ensure that team members are following EFM and Milwaukee Health Department (MHD) standardized methods, policies, and procedures; implement progressive discipline when appropriate.

## **COMMUNITY COLLABORATION**

- Establish relationships with organizations that work with case management teams and serve the target population, including health maintenance organizations, hospitals and their Neonatal Intensive Care Units, family practice doctors, pediatricians, OB/GYNs, and Head Start.
- Coordinate efforts with other Community Based Organizations (CBOs) to identify available resources that meet the needs of targeted families.
- Develop resource manual and referral relationships among other community resources.

## **PROGRAM COORDINATION AND ADMINISTRATION**

- Maintain the project database to track enrolled families and current staff caseloads.
- Monitor expenditures of flexible funds.
- Track enrolled families; complete data entry to ensure home visitor acuity is sustained and program capacity is maximized.
- Identify current intake sites for newborns and pregnant women.
- Support case management teams in case reviews, field audits, and chart audits.
- Develop, maintain, and update EFM policies and procedures to align with funding sources and evidence-based model.
- Assure appropriate case management documentation, data collection, and billing for EFM home visitors.
- Assist with program reporting and grant writing.

*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 HPC-EFM must be willing and able to do the following:

- Carry a mobile device for business purposes.
- Perform light work, including lifting up to 10 pounds of force on occasion.
- Travel throughout the City of Milwaukee to collaborate with community partners and other outside agencies.
- Travel outside the City, occasionally overnight, for training purposes or to participate in meetings as a representative of the City.

*\* Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously. \**

## MINIMUM REQUIREMENTS

1. Bachelor's degree in health education, public health, nursing, social work, or 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 or collaboration, health program planning, development, implementation, and/or evaluation.
3. Valid driver's license at time of appointment and throughout employment.
4. Availability of a properly insured vehicle at time of appointment and throughout employment; mileage reimbursement is provided.

*Equivalent combinations of education and experience may be considered; however, a master's degree in a related field may be substituted for one year of experience only.*

**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 or Hmong.
- Supervisory experience.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of prevention-focused public health practice.
- Knowledge of health equity and social determinants of health.
- Ability to learn the components of implementing a trauma-informed care model.
- Knowledge of racial and social justice issues.
- Knowledge of program management principles and concepts, reporting, and grant monitoring.
- Ability to provide supportive, reflective supervision and training.
- Project management and delegation skills.
- Ability to read and interpret work-related documents.
- Written communications skills to be able to produce clear correspondence.
- Oral communication skills to be able to speak understandably with individuals and groups associated with the program.
- Ability to build and maintain effective working relationships with a multi-cultural, multi-disciplinary staff, managers, community agencies, governmental officials, academics, program participants, and the public.
- Ability to provide services in a culturally sensitive manner and work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to maintain a calm demeanor in stressful situations and remain non-judgmental.
- Problem-solving and decision-making skills.
- Proficiency using database, word processing, and spreadsheet programs.

- Ability to plan work, prioritize assignments, and complete tasks to meet deadlines.
- Professionalism and empathy, honesty, integrity, and the ability to maintain confidentiality.
- Dedication to the promotion of family and community health and a commitment to staying apprised of best practices.

## CURRENT SALARY

The current salary range (1DX) is \$62,000-\$76,806 annually, and the resident incentive salary range for City of Milwaukee residents is \$63,860-\$79,110 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, August 31, 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](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 104*

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