

HEALTH SERVICES ASSISTANT II

Recruitment #1808-2210dc-002

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	8/10/2018 4:40:00 PM
Filing Deadline	8/31/2018 11:59:00 PM
HR Analyst	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 Services Assistant (HSA) is responsible for early interventions and interim control cases in the Childhood Lead Poisoning Prevention Program and conducts outreach to the families/guardians of children with elevated blood lead levels. The HSA provides education and information, assuring children are tested for lead in conjunction with the Primary Prevention Program.

ESSENTIAL FUNCTIONS

- Assist Public Health Nurse Case Manager in meeting the Lead Program goals.
- Locate clients by telephone and/or home visits; initiate no-contact letters.
- Conduct home visits for families with children that are lead poisoned.
- Conduct in-home blood lead tests; obtain, document, and notify medical providers of test results.
- Distribute water filters and explain correct use to families with lead service lines.

- Provide client education regarding lead poisoning, nutrition, and the importance of PCP follow-up.
- Perform visual environmental assessments, HEPA vacuuming, and temporary hazard control activities.
- Assess family needs and make referrals to Public Health Nurse Coordinator and community resources.
- Case conference and problem solve with the Public Health Nurse Case Manager and/or Public Health Nurse Coordinator.
- Conduct prevention-oriented home visits.
- Participate in health fairs to provide education, conduct blood lead tests, and assess blood lead test status.
- Conduct blood testing at community events, schools, and childcare centers.
- Provide education relative to lead poisoning prevention to students, family practice residents, and new MHD employees.
- Package supplies for community events for the Childhood Lead Poisoning Prevention program.
- Create/open client records and maintain appropriate documentation in client records.
- Perform data entry into the STELLAR (Systematic Tracking of Elevated Lead Levels and Remediation) database of all activities with/for clients.
- Assemble client folders and record packets and prepare client mailings.

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.

MINIMUM REQUIREMENTS

1. Two years of related experience and/or training working with families, health care services, human services, or performing duties closely related to the position.
2. Valid driver's license at time of appointment and throughout employment. Mileage reimbursement is provided.

Equivalent combinations of education and experience may 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.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles and processes for providing customer and personal services. This includes home visits, assessments, and client education.
- Interpersonal skills to work successfully with supervisors, families, children, and fellow staff.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to read, understand and interpret technical information related to health issues.
- Ability to write simple correspondence.
- Ability to maintain accurate records.
- Ability to plan, organize, and prioritize workload to meet deadlines.
- Ability to work well independently and as part of a team.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Knowledge of basic mathematics, this includes addition, subtraction, and multiplication, division in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs to compile data for reports.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise discretion, use good judgment, and maintain client confidentiality.
- Ability to represent the department with professionalism, honesty, and integrity.

CURRENT SALARY

The starting salary (Pay Range 6EN) for City of Milwaukee residents is **\$34,717**, and the non-resident starting salary is **\$33,865** annually.

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/Benefits2018>.

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 **Friday, August 31, 2018**. 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

EEO 601

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