

# HOME ENVIRONMENTAL HEALTH MANAGER

Recruitment #1809-5019-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	11/9/2018 1:45:00 PM
<b>Filing Deadline</b>	11/30/2018 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

*Are you a leader in environmental health looking for a rewarding opportunity?*

The City of Milwaukee Health Department is seeking a Home Environmental Health Manager to join a team of dedicated professionals who oversee programs that are critical to the health and well-being of Children and their families in our community.

*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

Under the direction of the Public Health Planning and Policy Director, the Home Environmental Health Manager provides leadership for all MHD programs which identify and address hazards in the home environment shown to impact children's health, including toxic substances (lead), air quality (mold and other allergens), and personal safety (trips/falls). The incumbent in this position simultaneously manages community and program needs assessment, program planning, coordination and evaluation, staff supervision, research activities, grant funding, and policy development while maintaining numerous collaborative relationships.

## ESSENTIAL FUNCTIONS

Leadership /Coordination

- Develop and oversee all activities of the Childhood Lead Poisoning Prevention Program (CLPPP), and other home health areas including asthma, injury avoidance and personal safety, and air quality in order to provide multi-faceted services to children and their families, community and housing-based primary prevention initiatives. Research projects to determine effective and cost-efficient wellness and prevention strategies.
- Provide leadership for multi-disciplinary strategic planning which results in development, implementation, and evaluation of programmatic strategies.
- Work collaboratively with managers, staff, other City departments, elected officials and various work teams to achieve program goals and objectives in a timely manner.
- Hire, train, support, coach, supervise and evaluate staff responsible for new and innovative community interventions and housing strategies.
- Develop, prepare, monitor and coordinate all budgets from external resources, including HUD and CDBG grant funding.
- Assist in the planning and preparation of proposals for grants or contracts.
- Ensure that grant deliverables meet compliance standards and are finalized and submitted on time.
- Ensure that the program maximizes collaboration with community partners and leverages community resources focused on improving home environmental health.

### Program Evaluation /Policy Development

- Engage in a variety of needs assessment activities including evaluating program capacity, community needs, the geographic burden of childhood lead poisoning, and the success of previous/current activities and projects.
- Direct program evaluation and research activities including an analysis of service impact on target populations, data collection, comparative analysis of various housing interventions, and surveillance of key lead poisoning indicators.
- Ensure that programs are in compliance with internal and external deliverables and expectations, including state statutory, HUD and CDC requirements.
- Assess programs and work activities, including administering staff performance management tools, in order to improve and streamline internal processes, ensure compliance standards are met and provide effective program administration.

- Develop and maintain program policies in compliance with state and federal requirement and national best practice.
- Develop and maintain a data dashboard of key performance metrics to assure program process, impact and outcome objectives are met.
- Utilize opportunities to contribute to local, state and federal policy and program formation.

### Advocacy and Coalition Building

- Cultivate and maintain collaborative relationships with other City departments, state and federal regulatory and funding agencies, medical providers, housing providers, community-based organizations, advocacy agencies, and academic institutions in order to coordinate and consult on comprehensive city-wide efforts.

*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

- Travel outside the City of Milwaukee for job related trainings, presentations and conferences; occasional overnight travel may be required.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in environmental health, nursing, public health, healthcare management, administration, social work, community health, human services or other related field from an accredited college or university.
2. Five years of progressively responsible experience in program management, healthcare program planning, policy development, community health assessment, health administration, or health service supervision which includes:
  - at least two years of full-time experience in an environmental health program in a public health agency AND;
  - at least two years of full-time experience in program management and staff supervision.

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

3. Certification as a Lead Risk Assessor with the State of Wisconsin within six months of appointment and throughout employment. (Training for certification will be provided by the City).

- For information about the State of Wisconsin Lead Risk Assessor certification go to:  
<https://www.dhs.wisconsin.gov/regulations/lead/risk-assessor.htm>

4. Certification as a Registered Sanitarian or Registered Environmental Health Specialist within twelve months of appointment and throughout employment.

- For information about the State of Wisconsin Registered Sanitarian certification go to:  
<https://dsps.wi.gov/Pages/Professions/RegisteredSanitarian/Default.aspx>
- For information about the Registered Environmental Health Specialist certification go to:  
<https://www.neha.org/professional-development/credentials/rehsrs-credential>

5. Valid driver's license and use of a properly insured automobile\* for use on the job at time of appointment and throughout employment. (\*Automobile allowance is provided.)

IMPORTANT NOTE: To receive credit for college, 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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

#### DESIRABLE QUALIFICATIONS

- Master's degree in environmental health, nursing, public health, healthcare management, administration, social work community health, human services or related field preferred.

#### KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health and safety principles and practices as well as the science of risk assessment.
- Knowledge of program management principles, including outcome assessment.
- Judgment and decision-making skills; ability to employ creative problem solving.
- Management, leadership and supervisory skills.
- Ability to direct staff work activities, handle personnel issues, evaluate employee performance and select and train staff.
- Ability to coach, counsel and discipline employees.
- Ability to promote wellness, disease prevention, and safety and to engage in ongoing professional development activities.
- Skill in oral communication, including the ability to present information and to respond to questions from groups of managers, community partners, staff, clients, and the public.
- Written communication skills required to write reports, grants, contracts, business correspondence and procedure manuals.
- Ability to calculate figures and amounts and to apply concepts such as probability, statistical inference, fractions, percentages, ratios and proportions to determine cost/benefits of programs and to measure outcomes.
- Knowledge of program management tasks including budget development, contract or grant development, outcome measurement and quality assurance.
- Ability to interpret a variety of technical instructions, such as operating instructions and procedure manuals.
- Ability to plan, prioritize, and complete work; ability to meet deadlines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of computer applications and software such as Excel, Word, Power Point and Outlook.
- Ability to utilize public health related data systems and data collection tools.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, media, city officials and other outside agencies.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to maintain confidentiality and work with integrity.

## CURRENT SALARY

The salary range (PG 1FX) for City of Milwaukee residents is \$62,338-\$87,270 annually, and for non-residents starting salary is \$60,809-\$85,129. *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/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, November 30, 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

APPLICATION and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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 in 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.*