

# **HEALTH PROJECT COORDINATOR**

## **(MILWAUKEE HEALTH DEPARTMENT – CITIES READINESS INITIATIVE)**

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a talented project manager. The Cities Readiness Initiative (CRI) program is designed to increase and maximize the City of Milwaukee's capacity to deliver medicines and medical supplies during a large-scale public health emergency.

This position will be responsible for ensuring that the Milwaukee Metropolitan Statistical Area (MSA) meets the objectives of the Centers of Disease Control and Prevention (CDC) Cities Readiness Initiative. Incumbent will coordinate awareness and planning activities with local health departments in the Milwaukee MSA including Waukesha, Ozaukee, & Washington counties, as well as with other key preparedness partners including police, fire, emergency management staff, and volunteer groups.

### **ESSENTIAL FUNCTIONS:**

- Overseeing public health preparedness, planning and response activities for the Strategic National Stockpile and mass clinic operation.
- Constructing written response plans and protocols for the Milwaukee MSA.
- Functioning as a liaison between the Milwaukee Health Department and other agencies involved in mass clinic operations including police, fire, emergency management, healthcare providers, volunteer organizations, large employers, universities, schools, community groups and other non-profit organizations.
- Participating in workgroups and committees focused on public health preparedness for the Milwaukee MSA.
- Identifying mass dispensing sites within the MSA, evaluate their suitability, and obtain Memorandums of Understanding with sites.
- Developing, conducting, and evaluating exercises to assess public health preparedness in compliance with CDC/Department of Homeland Security guidelines and constructing "after action" reports.
- Developing, identifying, and evaluating and/or providing technical assistance related to educational methods and materials that are appropriate for the diverse target audience.
- Creating and/or coordinating training for mass clinics.
- Participating in data collection, program evaluation, and preparation of reports pertinent to contract objectives or as assigned by the program supervisor.
- Assisting in communicable disease follow-up and outbreak management.
- Perform other job-related responsibilities as assigned.

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Public Health, Health Education, Biological or Social Sciences or other closely related field from an accredited college or university.
2. Two years of experience coordinating public health preparedness planning or other experience closely related to the essential functions above.  
***Note: Equivalent combinations of experience and education may also be considered.***
3. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment (car allowance provided).
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

### **PREFERRED QUALIFICATIONS**

1. Master's Degree in Public Health, Health Education, or other closely related field from an accredited college or university.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public health preparedness planning
- Ability to construct public health preparedness training materials
- Ability to construct presentation materials
- Presentation skills
- Project management skills
- Ability to improve the quality of job-related programs
- Ability to remain aware of current best practices in the public health preparedness discipline
- Leadership skills
- Decision making skills
- Written communication skills
- Oral communication skills
- Interpersonal skills
- Customer service skills
- Analytical skills
- Basic math skills

- Knowledge and ability to work with Microsoft Word, Excel, and Access
- Ability to deal diplomatically with the public
- Ability to communicate with diverse communities
- Ability to promote health and prevent disease in Milwaukee and surrounding communities

**THE CURRENT SALARY GRADE (004) IS:** \$42,478 - \$59,468 annually.

#06-039—JRS (SM)

3/01/06