

INJURY AND VIOLENCE PREVENTION PROGRAM COORDINATOR

Recruitment #2104-4469-001

List Type	Exempt
Requesting Department	HEALTH-PUBLIC HEALTH SERVICES
Open Date	4/23/2021 5:05:00 PM
Filing Deadline	5/7/2021 11:59:00 PM
HR Analyst	Nola Nelson

[Go Back](#)

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Commissioner of Health, City of Milwaukee.

What Milwaukee can offer YOU...

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, vibrant neighborhoods, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

Under the direction of the Family Injury and Violence Prevention Manager, the Injury and Violence Prevention Program Coordinator is responsible for coordinating the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault and supports the City's violence prevention efforts.



ESSENTIAL FUNCTIONS

Milwaukee Commission on Domestic Violence and Sexual Assault

- Staff the Milwaukee Commission on Domestic Violence and Sexual Assault, including scheduling and facilitating meetings as well as disseminating meeting minutes.

Program Management

- Manage the Family Violence Prevention Program, including program coordination of the Milwaukee Visitation Center and the Milwaukee Safer Communities for Youth Project.

Community Collaboration, Education and Legislation

- Collaborate with community partners to provide a coordinated effort to assure continuation of care in the area of domestic violence, sexual assault and intentional injury. This includes treatment, referral, follow-up, education and outreach work.
- Answer and respond to confidential calls from individuals in crisis situations related to domestic violence and sexual assault, and refer the individuals to community resources.
- Represent the Milwaukee Health Department (MHD) Office of Violence Prevention (OVP) in the community when conducting presentations or workshops or attending local information sessions.
- Develop and implement a communications plan to provide information for the community on strategies; share progress with partners, policymakers and others.
- Assess and advise the MHD, OVP and Commission on pending legislation and policy relevant to domestic violence, sexual assault and intentional injury.
- Provide regular updates to the Mayor, Common Council and other key interest parties through community presentations and events and social or broadcast media.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Position requires working variable hours as dictated by departmental needs, including occasional evenings and weekends.
- Position requires travel to various sites throughout the City of Milwaukee.
- 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 social work, health science, health education or related field from an accredited college or university.
2. Two years of professional experience working in community violence prevention or sexual assault prevention.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combination 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 sent via email to Human Resources Officer Rocio Serna at roserna@milwaukee.gov. Applications without transcripts attached will be considered incomplete and may 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 degree completion date. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- Ability to provide interpretation for clients who speak Spanish, Hmong or another language.
- Supervisory or leadership experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Strong knowledge of and relationships with the prevention community, services and resources related to domestic violence and sexual assault.
- Knowledge of public health approaches to assault and violence prevention.
- Knowledge of and ability to effectively use social media messaging.

- Knowledge of grant funding through public and private sources.
- Skill in reading and interpreting technical documents such as policies, procedures, ordinances, statutes and administrative rules.
- Ability to use spreadsheet, database, project management and word processing software to develop reports, business correspondence and summary data.
- Ability to gather and interpret data and respond to data requests.

Communication and Interpersonal

- Written communications skills to create reports and business correspondence.
- Verbal communication and presentation skills to represent the program effectively, and the ability to effectively communicate to a wide variety of audiences (i.e., the public, news media, residents, community partners, co-workers, and elected officials).
- Interpersonal skills to develop and maintain effective relationships with the public, elected officials, community groups, co-workers and management.
- Ability to work with diverse groups of people including youth and adults.
- Ability to work in a collaborative environment with diverse groups of people and at all levels of the organization.
- Ability to work independently as a member of highly supportive team.
- Ability to identify and build relationships with business associations and community organizations related to the work of the department.
- Ability to exhibit cultural awareness and sensitivity.
- Ability to exhibit an exemplary level of cultural competence.

Judgment and Analytical Skills

- Analytical skills and the ability to use sound judgment to solve complex problems and make sound decisions.
- Honesty, integrity and the ability to maintain confidentiality with regard to crisis calls and sensitive information.
- Ability to be diplomatic and to operate with tact and professionalism when working with commissioners, the public, elected officials and co-workers.
- Ability to plan, organize, and accomplish work, manage multiple assignments simultaneously and meet deadlines.
- Time management skills, including the ability to manage multiple and competing priorities.

CURRENT SALARY

The current salary range (2FX) is **\$48,670-\$67,616** annually, and the resident incentive salary range for City of Milwaukee residents is **\$50,130-\$69,664**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes:

- 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 <https://city.milwaukee.gov/der/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 Milwaukee Health Department reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision.

APPLICATION PROCEDURE – Interested individuals must submit a resume, a letter of interest, and transcripts (if applicable) by email to Rocio Serna, Human Resources Officer at: roserna@milwaukee.gov. Please indicate *INJURY AND VIOLENCE PREVENTION PROGRAM COORDINATOR* in the subject line. Questions may be directed to Human Resources Officer, Rocio Serna by email or by phone at 414-305-6451. The deadline for submission of application materials is **Friday, May 7, 2021**.

CONCLUSION

EEO Code= 204

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