

# LEAD EDUCATION ASSISTANT

## Milwaukee Health Department

**PURPOSE:** The Lead Education Assistant provides in-home education and blood lead testing to families with small children identified within the Lead Program Primary Target Area on Milwaukee's north side. The Assistant works in cooperation with the Healthy Housing Advocates in the Healthy Housing Advocacy and Screening Project.

### ESSENTIAL FUNCTIONS:

- ◆ Conducts home visits in cooperation with community agency staff, including door-to-door efforts to homes where families with small children reside;
- ◆ Conducts in-home education sessions regarding lead poisoning prevention;
- ◆ Assists families in identifying and reducing immediate lead hazards;
- ◆ Assesses children's blood lead testing status;
- ◆ Provides fingerstick lead testing on-site when needed;
- ◆ Maintains files and project-related data;
- ◆ Organizes, facilitates and conducts community lead screening and education events. Activities include logging, tracking and reporting lead testing efforts, analyzing data describing outcomes, developing recommendations for future activities, and developing relationships with community partners to plan, conduct and evaluate unique community screening activities.
- ◆ Performs other related duties as assigned.

### MINIMUM REQUIREMENTS:

1. Two years of college coursework (60 credits) with a major emphasis in Health Education, Social Work, Public Health, Urban Studies, Community Organizing, or related field.
2. Two years of experience in community outreach, human services, health care service or related field.
3. Valid State of Wisconsin motor vehicle operator's license at time of appointment and throughout employment. Must possess a properly insured vehicle for use on the job.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may also be considered.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- ◆ Ability to read and interpret documents such as safety rules, procedure manuals, and operating and maintenance instructions.
- ◆ Ability to write routine reports and correspondence.
- ◆ Ability to speak effectively before groups of customers or employees.
- ◆ Ability to perform basic mathematical calculations and to compute rate, ratio, and percent.
- ◆ Ability to draw and interpret bar graphs.
- ◆ Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists.
- ◆ Basic computer skills with a knowledge of Database, Excel Spreadsheet and Word Processing software desirable.
- ◆ Ability to build and maintain good working relationships with a multi-cultural staff, other agencies, and the public.
- ◆ Ability to provide services in a culturally sensitive manner.
- ◆ Ability to transport and set-up chairs, tables, film projectors, displays and other equipment used for presentations and exhibits.
- ◆ Ability to travel door to door, enter residences and climb stairs.

**CURRENT PAY RANGE (503) is \$30,397 to \$36,304 annually.**

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