

MATERNAL AND CHILD HEALTH DIRECTOR

Recruitment #1911-5046-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	12/13/2019 2:15:00 PM
Filing Deadline	1/6/2020 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

Are you a leader in health administration looking for a rewarding opportunity?

The City of Milwaukee Health Department is seeking a Maternal and Child Health Director to join a team of dedicated professionals who oversee programs that are critical to the health and well-being of Milwaukee's residents.



PURPOSE

The Maternal and Child Health Director is responsible for developing, implementing, managing, and evaluating programs for the Community Health (CH) branch of City of Milwaukee Health Department (MHD). The incumbent in this role supports the Deputy Commissioner of Community Health by providing daily supervision of the Maternal and Child Health (MCH) program managers to assure impact, quality, and efficiency of programs while forging partnerships within Milwaukee.

The CH branch of the MHD provides home visiting services to families impacted by health, social, and economic disparities. Specific programs include the following:

- Infant Mortality Reduction program
- Women, Infant and Children (WIC) nutrition program
- MCH Title V Block Grant, Strong Babies program

- Community Healthcare Access program (CHAP)
- Birth Outcomes Made Better (BOMB) Doula program

ESSENTIAL FUNCTIONS

Leadership, Direction and Planning

- Assist the Deputy Commissioner of Community Health in program management; oversee assigned programs independently.
- Collaborate with the Director of the Office of Violence Prevention and medical services staff to leverage resources and opportunities to promote MCH programming.
- Ensure that programs are in compliance with internal and external deliverables and expectations.
- Assess programs and work to improve and streamline internal processes and administration.
- Write, edit and proofread both internal reports and external reports to foundational and governmental funding sources.
- Ensure that grant deliverables are finalized and submitted on time.
- Contribute to strategic planning relative to objectives and goals, budgeting, intra-divisional synergies and cooperation with external divisions.
- Identify and research corporate, foundational and governmental sources of funding for MCH activities.
- Cultivate partnerships within the Milwaukee community and represent the Milwaukee Health Department in area coalitions and networks.

Staff Management and Administration

- Supervise a team of environmental health supervisors, coordinators, specialists, and clerical employees.
- Participate in recruitment, selection, and assignment of MCH personnel.
- Lead efforts to build morale, enforce accountability and discipline, and improve performance; guide and mentor divisional staff.
- Promote an environment of critical thinking, creative thinking, professional growth, adult learning, open communication, and collaborative relationships.
- Develop, implement, and oversee a program for professional development of divisional staff.
- Work with managers and a graphics team to ensure that MCH web pages are up-to-date and accurate.

- Develop and oversee contracts/subcontracts, including negotiating terms, drafting documents, authorizing payments and monitoring overall performance of contractors/subcontractors.
- Oversee collection and review of data from programs.
- Assist in the planning and preparation of proposals for grants or contracts.

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, including overnight, may be required.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college or university in nursing, public health, healthcare administration, social work, community health, human services or a related field.
2. Five years of progressively responsible experience in public health care program planning, policy development, community health assessment or health administration.
3. Valid driver's license at time of appointment and throughout employment.
4. Possession of a properly insured vehicle at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for 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. 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 nursing, public health, healthcare administration, social work, community health, human services or a related field preferred.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Broad cross-disciplinary knowledge of Maternal Child Health (MCH), including community home visiting programs, case management principals and program administration at the local, state, and federal level.
- Knowledge of program management principles, including outcomes assessment.
- Knowledge of prevention-focused public health practice.
- Knowledge of grant application and monitoring practices.
- Ability to read, analyze, interpret and apply work-related documents such as local, state, and federal ordinances, statutes, and regulations, scientific and technical journals, financial reports, and legal documents.
- Knowledge of epidemiology and related methods of public health research and practice.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to facilitate maximized utilization of information technology, including contact management systems, project management software, and data collection tools, and public health related data systems.
- Proficiency using word processing, spreadsheet, database, presentation, and email applications. Ability to utilize online resources to conduct research.

Communication and Interpersonal Skills

- Skill in written communication, including correspondence, grant applications, policies, ordinances, resolutions, reports, speeches, and articles for publication.
- Skill in presenting information effectively one-on-one and before groups such as top management, boards of directors, media, legislative bodies, and the public.
- Ability to satisfactorily respond to inquiries or escalated complaints from customers, regulatory agencies, other City departments, the media, academics, and members of the business community.
- Ability to establish and maintain collaborative partnerships with private providers, community partners, and federal, state and local officials.
- Ability to establish and maintain effective working relationships with coworkers, elected officials, representatives of City departments, community organizations and other stakeholders in public health, including citizens.
- Ability to ensure that the MHD has mechanisms for obtaining feedback and input from persons with diverse backgrounds and to ensure the consideration of the role of cultural, social and behavioral factors and in the accessibility, availability, acceptability and delivery of public health services.

Leadership Ability and Supervisory Skills

- Ability to convey the vision of the organization so that activities and resources are aligned accordingly.
- Ability to provide operational oversight and expert advice for a diverse staff of environmental health professionals in support of the division's mission.
- Ability to display initiative and inspire creativity.
- Ability to motivate employees to provide exceptional service delivery.
- Ability to set objectives, assign work, and evaluate work outcomes.
- Ability to hire, train, develop, and discipline staff as necessary.
- Ability to build an effective team.

Critical Thinking and Planning Skills

- Ability to analyze and creatively solve complex problems; decision-making skills and sound judgment.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Ability to be flexible and adjust to changing circumstances.

Professionalism

- Ability to exercise a high degree of independent judgment and manage competing priorities and challenges under pressure.
- Ability to represent the department with honesty and integrity as well as to maintain confidentiality.
- Commitment to the promotion of family and community health; commitment to staying abreast of current best practices in maternal and child health, management, and quality improvement.

CURRENT SALARY

The current salary range (1 IX) for is \$75,478-\$105,669 annually and the resident incentive salary range for City of Milwaukee residents is \$77,743-\$108,839 annually. *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 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/Benefits2019>.

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 and the Milwaukee Health Department 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 **Monday, January 6, 2019**. 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 INSTRUCTIONS

- Applications and further information may be accessed by visiting 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.

- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 101

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