

MCHVP PROGRAM MANAGER

Recruitment #1801-4789-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	3/14/2018 3:00:00 PM
Filing Deadline	4/4/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

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 Family and Community Health Operations Manager, the Empowering Families of Milwaukee Program (EFM) Manager provides day-to-day coordination, leadership, oversight and coordination of an intensive home-visiting program.

ESSENTIAL FUNCTIONS

PROGRAM MANAGEMENT

- Develops, integrates and monitors program goals, objectives and outcomes.
- Coordinates services of program staff to meet identified needs of the population; implements appropriate evaluation processes related to Empowering Families of Milwaukee (EFM) services.
- Coordinates the development of standardized case management and home visiting protocols.
- Provides leadership, support and training for case management teams.

- Analyzes evaluation data to assure achievement of outcomes with assistance from Milwaukee Health Department (MHD) Epidemiologist and Medical Director.
- Monitors and prepares budgets, contracts and program reports.
- Assures implementation of quality improvement strategies, and develops and maintains community referral sources for the projects.
- Collaborates with MHD managers, MHD Directors and Officers, and multiple organizations that work with case management teams to provide necessary services and support to target families.

PROGRAM DEVELOPMENT

- Facilitates the collection of data and analyzes data for program development.
- Provides professional expertise to related MHD projects, proposals and undertakings.
- Identifies grant funding opportunities to support MHD projects.
- Writes proposals using program data and data from other sources to obtain new funding.
- Evaluates and revises case management and home visiting protocols, policies and procedures based on emerging research and program evaluations.

SUPERVISION

- Directs and supervise cases management teams.
- Provides input into hiring of program staff, using practice standards for home visitors.
- Assesses work performance and provides mentoring.
- Trains, orients, and develops new staff; promotes professional development and accountability in a supportive environment.
- Evaluates staff performance and completes annual performance appraisals.
- Assures that staff members are following EFM and MHD policies and procedures and implements progressive discipline when appropriate.

COMMUNITY COLLABORATION

- Collaborates with a variety of MHD programs, community based organizations, Wisconsin Department of Children and Families, the Department of Health Services, managed care

organizations, physician networks, non-traditional partners and other organizations to integrate EFM services in the Milwaukee community and assure completion of program goals, objectives and outcomes.

- Serves as primary spokesperson for EFM on behalf of the MHD.
- Identifies, recruits, develops, supports and maintains primary partners around healthy pregnancy and birth outcomes, infant mortality reduction and home visiting service delivery.
- Participates on committees related to the reduction of infant mortality.
- Participates in other coalitions and initiatives to coordinate home visiting services and support long-term infrastructure improvements.

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

- The EFM Program Manager must be willing to carry a mobile device for business purposes.

MINIMUM REQUIREMENTS

1. Bachelor's degree in a human services field such as health education, public health, nursing, social work, public administration or a related from an accredited college or university.
2. Three years of progressively responsible experience coordinating public or community health programs. Experience may include community organizing and/or collaboration or health program planning, supervision, development, oversight, implementation and evaluation.

Equivalent combinations of education and experience may also be considered.

3. Valid Driver's License at the time of appointment and throughout employment. Properly insured vehicle for use on the job is required.

IMPORTANT NOTE: *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. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Bilingual in Spanish, Hmong, or Russian.
- Previous experience with reflective supervision and/or direct supervision of program staff.
- Previous experience with home visiting, maternal and child health, and/or child attachment.
- A master's degree in a related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health, including community home visiting programs and case management principles.
- Knowledge of Milwaukee's health care delivery systems.
- Knowledge of management principles and concepts.
- Knowledge of mathematics and the ability to apply mathematical concepts to practical situations.
- Ability to lead, manage and motivate a diverse team.
- Ability to identify and improve workplace processes.
- Ability to read and interpret work-related documents.
- Ability to identify and build relationships with community organizations and agencies related to the program.
- Ability to provide services in a culturally sensitive manner.
- Ability to communicate orally with culturally diverse individuals at all levels within and outside the organization.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to develop and monitor reports.
- Proficiency using standard computer programs such as processing, spreadsheet, database, project management, and inventory software applications.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Project management skills, including the ability to delegate.
- Ability to remain professional at all times.
- Honesty, integrity and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 1EX) for City of Milwaukee residents is \$63,807- \$81,844 annually, and the non-resident salary range is \$62,242-\$79,836. *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 **Wednesday, April 4, 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

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- 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 at 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.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

