

# MEDICAL ASSISTANCE OUTREACH COORDINATOR

## Milwaukee Health Department

The Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a dynamic, community-oriented Medical Assistance Outreach Coordinator in the Community Health Outreach Program (CHOP).

**THE PURPOSE:** The Medical Assistance Outreach Coordinator provides leadership through program coordination and evaluation, program goals monitoring, staff development, securing resources (grant writing), developing and maintaining numerous collaborative relationships, preparing contracts and budgets, facilitating meetings, conducting training and making community presentation.

### **ESSENTIAL FUNCTIONS:**

#### Community Contacts

- Collaborate with other outreach provider agencies in the Milwaukee area to identify eligible populations and to avoid duplicate services.
- Establish and maintain good working relationships with appropriate State and local officials and community based organizations.
- Regularly attend and/or facilitate informational, collaborative meetings on MA, HMOs, W-2 and other related programs.
- Work collaboratively to ensure comprehension and accuracy of community outreach activities through cross-referrals among programs in Milwaukee.
- Participate in legislative changes and advocacy.
- Coordinate all community Health Fairs for the Department.

#### Staff Supervision

- Provide comprehensive orientation to new staff.
- Provide overall administrative support for outreach efforts and training.
- Provide for on-going development/enhancement of communication skills of staff.
- Provide clear assignments, schedules, daily record keeping and performance outcomes for staff.
- Guide staff in establishing contacts with community based organizations.
- Involve staff in regular collaboration with other community outreach efforts in Milwaukee.
- Monitor program objectives and outcomes.
- Participate in team meetings and workgroups on behalf of the Division managers and/or MHD.
- Ensure that MHD services are linked to outreach efforts.

#### Program Management and Leadership

- Assume responsibility for quality assurance activities related to the MA Outreach Program.
- Assume responsibility for achieving goals of MA Outreach Program.
- Collaborate with Public Health Nurse Immunization Coordinator and Health Access Assistants to plan, implement and evaluate the Department's MA Outreach Program and referral services.
- Monitor computer data systems of data collection, program evaluation and program reports in compliance with City and MHD current practices.
- Knowledge of Medical Assistance, Medicaid, AFDC, W-2, BadgerCare, Healthy Start and other entitlement programs.
- Provide training and updates on MA and other issues.
- Establish strategies for Medical determination of eligibilities and other data needs regarding health care access.
- Serve as the MHD chief spokesperson for the MA Outreach Program.
- Work to secure funding for health care access through grant writing or other means as appropriate.
- Prepare reporting statistics, contracts, grants and monitor program trends.

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Health, Social Work, Behavioral Science or closely related field. Master's Degree in a related field is preferred.
2. A minimum of five (5) years experience performing health or behavioral duties closely related to the essential functions above, including two years of management/supervisory experience.
3. Experience in outreach, home visiting or social work is preferred.
4. Valid Driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**Note: Equivalent combinations of education and experience may be considered.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Strong oral and written communication skills
- ◆ Strong interpersonal and leadership skills
- ◆ Ability to supervise and manage a multidisciplinary staff
- ◆ Mathematical skills
- ◆ Presentation skills
- ◆ Planning and Organizing abilities
- ◆ Knowledge and ability to work with Word Processing software, internet software, Project Management software and Spreadsheet software.
- ◆ Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, various City of Milwaukee officials, and other agencies.
- ◆ Effective critical analytic, decision-making and judgment skills
- ◆ Reasoning ability

**THE CURRENT SALARY RANGE (005) IS \$45,280 to \$63,396 annually.**

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8/24/06