

# PUBLIC HEALTH NURSE COORDINATOR

Recruitment #1812-2228-002

<b>List Type</b>	Original-Continuing
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	12/17/2018 10:20:00 AM
<b>Filing Deadline</b>	Continuous
<b>HR Analyst</b>	Nola Nelson

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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 Well Woman's Program Manager, the Public Health Nurse Coordinator assigned to the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) of the Wisconsin Well Woman Program (WWWP) coordinates, handles case management, and assumes leadership in Well Woman's cancer screenings in collaboration with health care providers, educational institutions, and community based organizations. The incumbent in this position also provides case management and coaching services for the WISEWOMAN cardiovascular risk reduction program.

## ESSENTIAL FUNCTIONS

### Program Case Management

- Plan, coordinate, and ensure follow-up service delivery for MBCCAP program participants per Wisconsin Well Woman Program (WWWP) and Centers for Disease Control (CDC) guidelines.

- Complete initial client assessment to determine eligibility, and, if eligible, complete enrollment into the WWWP; identify need for further testing, treatment, or referral to alternate resources.
- Collaborate with external and internal providers regarding current and potential client needs.
- Provide one-on-one consulting and/or case management to clients in the home, at screening sites, and other locations or via telephone.
- Assist clients with scheduling appointments with medical care service providers for well women screenings, additional testing, surgery, and treatment; assist clients with billing issues including collaborating with service delivery providers and their billing agents; assist clients with coordinating other resources such as Komen Foundation funds, Care funds, or other community resources.
- Develop and maintain systems to ensure service delivery is rendered in accordance with WWWP guidelines.
- Facilitate and coordinate Well Woman Medicaid certification, recertification, and affirmation of clients diagnosed with breast/cervical cancer.
- Assess client's needs and provide referrals and resources for clients not meeting WWWP eligibility guidelines.
- Provide outreach and community education to clients and external providers regarding the importance of Well Woman screenings and follow-up treatment per the CDC guidelines.
- Serve as a liaison between WWWP clients and external providers; maintain ongoing collaboration with health care providers, social workers, Milwaukee County Income Management, State of Wisconsin electronic data system (EDS), and other Division of Health and Family Services staff.
- Consult with MBCCAP and subcontracted provider staff regarding WWWP clients.
- Provide case management, coaching and linkages to external resources for WISEWOMAN cardiovascular risk reduction program clients.

### **Community Collaboration**

- Function as a professional resource on the Well Woman program to local public health agencies, WWWP local coordinators, and community-based agencies and the MBCCAP program.
- Participate in subcommittees, workgroups, and tasks forces associated with breast and cervical cancer issues.
- Assist in the development and implementation of community awareness activities regarding the WWWP to ensure the community and health providers are aware of WWWP services offered to residents in the City of Milwaukee.

### **Data Management and Reporting**

- Compile and prepare program compliance reports and summaries on a monthly basis for the WWWP Manager. Provide collaborative communication to the Department of Health and Family Services (DHFS) staff regarding WWWP clients.
- Compile and process program participation information for incomplete WWWP cases as represented on the Wisconsin State Audit Feedback Report.
- Assist the WWWP Manager to develop, maintain and communicate WWWP policy, procedures, and protocols. Uses Forward Health Interchange to enroll clients and determine eligibility.

*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 employee may be assigned to participate on a 24-hour emergency on-call rotation schedule (including weekends), may travel outside of the City of Milwaukee with occasional overnight travel, and may be required to wear a respirator.

### **MINIMUM REQUIREMENTS**

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program.
2. Current permit or license to practice professional nursing in the State of Wisconsin at time of appointment and maintained throughout employment.
3. Four years of progressively responsible nursing experience.

4. Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance provided).

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College 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**

- Bilingual in Spanish, Hmong, or Russian.
- Experience in women's health issues in support of breast and cervical cancer diagnoses, public health, or disease management.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of patient health assessment in chronic disease such as breast and cervical cancer and cardiovascular risk factors.
- Knowledge of community and public health care delivery systems.
- Skill and interest in working with and mentoring a diverse and multi-cultural clientele.
- Professionalism, a calm demeanor, and sensitivity to be able to serve clients who may be experiencing adversity.
- Critical thinking skills to be able to solve problems and make sound decisions.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from individuals or groups of managers, clients, customers, and the general public.
- Organizational, planning, and time management skills.
- Knowledge of mathematics and the ability to make accurate calculations in order to assist clients with billing issues and provide accurate program statistics.
- Knowledge of and ability to work with computer applications, including database, spreadsheet, word processing, and presentation software as well as case management information systems.

- Ability to function as part of a team and to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies, governmental officials, and the public.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to maintain confidentiality.

## CURRENT SALARY

The current salary range (PG 2GN) for City of Milwaukee residents is \$56,234-\$72,063 annually and the non-resident salary range is \$54,854-\$70,295 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

**IMPORTANT NOTE:** The Public Health Nurse Coordinator is a Career Ladder Position that allows for movement within the salary range based upon certification by the Commissioner of Health of having attained the required job performance, demonstrated competencies, and credentials.

The City of Milwaukee provides a comprehensive benefit program which 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 <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.

**THIS IS A CONTINUOUS RECRUITMENT.** Applications will be accepted and interviews held as often as required to meet the needs of the City. Qualified applicants will be notified of the time and location 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. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination. The names of candidates who pass all phases of the selection process may remain on an eligible list resulting from a continuous examination for up to six months.

### **ADDITIONAL INFORMATION**

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.