

PUBLIC HEALTH AIDE/PUBLIC HEALTH AIDE-BILINGUAL-HMONG

Recruitment #1803-2217DC-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	5/9/2018 11:00:00 AM
Filing Deadline	5/30/2018 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

What Milwaukee can offer YOU...

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

IMPORTANT NOTE:

This announcement bulletin includes recruitments for both titles [PUBLIC HEALTH AIDE](#) and [PUBLIC HEALTH AIDE-BILINGUAL-HMONG](#).

The Public Health Aide and the Public Health Aide-Bilingual-Hmong assists the Public Health Nurses with the provision of public health case management, health advocacy and education to families receiving services in any Milwaukee Health Department (MHD) setting including client homes, MHD on and off-site clinics, and health fairs. Both titles assist with the provision of directly observed therapy.

NOTE: The Public Health Aide-Bilingual-Hmong provides interpretation services of Hmong-English language to the clients, health care professionals, service providers, and staff of the Milwaukee Health Department.

ESSENTIAL FUNCTIONS

Public Health Aide & Public Health Aide-Bilingual-Hmong

Case Management

- Interview MHD clients involved in Hepatitis B/C and Tuberculosis interventions in order to collect health history information.
- Locate, contact, and provide educational materials to clients with identified cases of infectious disease, most specifically Hepatitis B/C and Tuberculosis.
- Assist clients with the coordination of medical care such as obtaining health care coverage, scheduling appointments, and distribute patient education literature in order to ensure continuity of care.
- Review clients' immunization records to order to ensure timely and complete inoculation history.
- Notify hospital birthing units of the anticipated delivery of a Hepatitis B infected mother.
- Provide advocacy and educational materials about vaccinations to client families; specifically those families with infants born at high risk for contracting Hepatitis B.
- Assist in implementation of perinatal Hepatitis B follow-up as outlined by MHD and the Wisconsin Department Public Health-Immunization Program.
- Monitor and record post vaccine serology testing on babies born to Hepatitis B infected mothers.
- Enter client information on various MHD case management databases.
- Complete all required internal MHD documentation, and report to Public Health Nurse case manager in a timely fashion.

Directly Observed Therapy

- Assist with providing Directly Observed Therapy (DOT) for identified TB cases in a variety of settings, including client homes and health clinics.
- Interview clients regarding medication side effects, expressed concerns and observations and provide accurate, timely reporting of case results to the Public Health Nurse case manager.

Public Health Aide-Bilingual-Hmong

Interpretation Services

- Provide Hmong-English interpretation services during in-person and telephone interactions.

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

- Ability to frequently stand, walk, climb stairs, and sit and occasionally move/lift up to 25 pounds.

MINIMUM REQUIREMENTS

Public Health Aide & Public Health Aide-Bilingual-Hmong

1. One year of experience in an office performing administrative support duties closely related to the above functions, including six months experience in community outreach, human service, health care service, or a related field. *The six months experience in community outreach, human service, health care service or a related field may not be substituted with education.*
2. Valid driver's license and possession of a properly insured vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

Public Health Aide-Bilingual-Hmong

3. Bilingual in English and Hmong.

Both

Equivalent combinations of education and experience may be considered. For example, job related coursework from an accredited college or technical school may be substituted for up to six months of the office/administrative support experience; however, education may not be substituted for the six months experience in community outreach, human service, health care service, or a related field.

IMPORTANT NOTE: *For post-secondary education to be considered, college transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. 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

Public Health Aide & Public Health Aide-Bilingual-Hmong

- Training as a community health worker.
- Experience with Directly Observed Therapy.
- Associates degree in human service, health sciences, or healthcare services.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Public Health Aide & Public Health Aide-Bilingual-Hmong

- Interpersonal skills, including the ability to maintain good working relationships with clients, multi-cultural and multi-disciplinary staff, other agencies, and the public.
- Oral communication skills to be able to communicate clearly with clients.
- Basic computer skills in order to use Microsoft Office Suite and the ability to learn database, project management, and spreadsheet software applications, as well as a case management information system.
- Cultural diversity awareness and sensitivity.
- Ability to interpret job-related materials.
- Ability to make accurate mathematical calculations using addition, subtraction, multiplication, and division.
- Ability to maintain accurate records.
- Ability to plan work to meet deadlines and pay attention to detail.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose background may differ from one's own.
- Ability to maintain confidentiality.
- Ability to remain calm under pressure.
- Ability to adapt to changes in the work environment.
- Ability to be proactive to meet division objectives and responsibilities.
- Ability to work independently and as a member of a team.

Public Health Aide-Bilingual-Hmong

- Oral communication skills and the ability to interpret English and Hmong, and vice versa.

CURRENT SALARY

The starting salary (Pay Range 5AN) for City of Milwaukee residents is **\$30,865** annually, and the non-resident starting salary is **\$30,107**.

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/der/Benefits-2018#.WgYyqE2ovAA>.

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 reserve 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, May 30, 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

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 = 501

"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.

