

SUBSTANCE ABUSE AND INJURY PREVENTION MANAGER

Recruitment #1707-5488-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	7/27/2017 10:00:00 AM
Filing Deadline	8/18/2017 11:59:00 PM
HR Analyst	Marti Cargile

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.

“The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.”

PURPOSE

Under the general direction of the Director of Disease Control and Environmental Health (DCEH), the Substance Abuse and Injury Prevention Manager provides public health program leadership and management expertise, consultation, and technical support for substance abuse and injury prevention and control efforts within the DCEH Division. The Substance Abuse and Injury Prevention Manager translates community input, along with public health evidence (data/findings), into prevention and control recommendations to ensure that the appropriate public health measures are adopted.

ESSENTIAL FUNCTIONS

Program Planning and Development

- Develop, implement, and evaluate strategic and operational plans related to substance abuse (e.g., opioids, cocaine, alcohol, tobacco, methamphetamines) and injury prevention (e.g., suicide, motor vehicle accidents) within the City of Milwaukee.
- Deliver presentations related to the public health role, strategy, and impact associated with opioid prevention and control within the community.
- Develop options for policies, programs, services, ordinances, resolutions, and legislative positions related to substance abuse and injury prevention.
- Examine the feasibility and possible fiscal, social, political, legal, and geographic implications of policies, programs, and services.
- Describe how public health informatics, including integrated data systems, electronic reporting, knowledge management systems, and geographic information systems (GIS), is used to improve policies, programs, and services.

Substance Abuse and Injury Prevention Manager (Health Department)

- Conduct health impact, community needs, and capacity assessments. Identify and champion grant opportunities within the organization, and play a lead role in writing grants, developing budgets, and building projects through the grants.
- Oversee management of awarded federal and state grants, contracts, and initiatives.

Community Engagement and Empowerment

- Liaise with other City departments, state and federal regulatory and funding agencies, medical providers, non-profit community and advocacy agencies, academic institutions, the Milwaukee Police Department, and other Milwaukee Health Department (MHD) programs to coordinate substance abuse and injury prevention efforts.
- Coordinate and participate in related taskforces, workgroups, coalitions, and committees within the City, county, region and state.
- Use facilitative group processes effectively to advance community involvement.
- Negotiate for the use of community assets and resources through formal and informal agreements.
- Integrate the role of governmental and non-governmental organizations in the delivery of public health services.
- Utilize community input when developing public health policies and programs, and evaluate the effectiveness of community engagement strategies on public health policies, programs, and resources.
- Disseminate results regularly and widely to support science-based decisions about health issues by policy-makers, programs leaders, and the general public.

Epidemiologic Analysis, Assessment, and Evaluation

- In accordance with nationally developed standards and data use agreements, lead the collection, analysis, interpretation, evaluation, and use of substance abuse, chronic disease, and injury surveillance data and statistics to support public health planning, priority setting, and policy making.
- Lead formative, process, outcome, effectiveness, and impact evaluation of public health programs.
- Evaluate, plan, and develop standards for program measurement using existing and new resources and methods.
- Prepare and recommend annual program budget for DCEH.
- Develop summary reports and statistics related to substance abuse, injury, and chronic disease.
- Develop and maintain data management systems related to evaluation of program outcomes, expenditures, and revenues generated through DCEH activities to validate effective and efficient program/project strategies.

Substance Abuse and Injury Prevention Manager (Health Department)

- Participate as a member of the MHD Operations Team in strategic planning, outcomes-based management, total quality improvement, accreditation, and team decision-making to ensure consistency with short and long term goals and objectives established by the department.
- Disease Control and Environmental Health (DCEH) Operations Support the DCEH Director operationally in the areas of quality improvement, performance management, community health education, and health promotion and outreach.
- Provide talking points, presentations, and ad-hoc reports as requested by senior management and elected officials.
- Direct the work of the program assistant to ensure that divisional web pages are current and accurate.
- Ensure that divisional outreach materials are culturally and linguistically appropriate for the intended target audiences.

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 occasional overnight travel, may be required.
- The Substance Abuse and Injury Prevention Manager may be required to work outside of regular business hours in conjunction with an investigation or to participate in an MHD Incident Command System during a declared public health emergency.

MINIMUM REQUIREMENTS

1. Master's degree in biostatistics, epidemiology, public policy, or public health from an accredited college or university health science program.
2. Two years of progressively responsible experience in program strategic planning, community-based education and outreach, or project management performing duties related to this position.
3. Valid driver's license at time of hire and throughout employment.

Equivalent combinations of education and experience may be considered.

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

- Governmental or non-profit agency experience.
- Certified in Public Health (CPH) designation. Bilingual in Spanish, Hmong, or Russian.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of and ability to apply the principles and practices of public health – biostatistics, epidemiology, health services administration, social and behavioral sciences, and public health informatics – in the delivery of the 10 Essential Public Health Services.
- Ability to meet the Tier 2 “Core Competencies for Public Health Professionals” found in the National Public Health Performance Standards (NPHPS).
- Knowledge of budget processes, grant management, and financial reporting.
- Ability to utilize a public health data system to perform research, statistical analysis, and data collection.
- Ability to utilize spreadsheet, word processing, and project management applications.
- Ability to read and interpret work related documents, including regulations, laws, financial documents, policies, and technical publications.
- Written communication skills, including the ability to write reports, articles, and correspondence appropriate for target audiences.
- Oral communication skills to be able to clearly share information with various parties.
- Presentation skills in order to create and deliver engaging presentations before varied audiences.
- Interpersonal skills in order to build and maintain effective working relationships with a multicultural, multidisciplinary staff, elected officials, the medical community, academia, other agencies, and the public.
- Collaboration, negotiation, persuasion, and team-building skills.
- Ability to be resilient and thrive in a changeable political environment.
- Awareness of and support for diverse perspectives in managing programs that affect the health of a community; cultural competence.
- Analytical, problem-solving, and decision-making skills to be able to gather and interpret data, address complex problems, and recommend improvements to policies, programs, and services.
- Skill in program development, management, and evaluation.
- Skill in short and long term strategic planning.
- Organizational skills to be able to accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to maintain professionalism, honesty, integrity, and confidentiality.
- Commitment to disease prevention, health promotion, and ongoing professional development.

CURRENT SALARY

The current salary range (Pay Range 2IX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

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 **Friday, August 18, 2017.** 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.