

COMMUNITY OUTREACH LIAISON

Recruitment #1806-4348-001

List Type	Transfer/Promotional
Requesting Department	HEALTH DEPARTMENT
Open Date	6/6/2018 04:40:00 AM
Filing Deadline	6/15/2018 11:59:00 AM
HR Analyst	Nola Nelson

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INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY ****

PURPOSE

The Community Outreach Liaison manages the program objectives for the adolescent health program, including relationship building with community partners and leadership development for professional and paraprofessionals. The incumbent in this position is responsible for working with outside organizations, consultants, community agencies, local schools, and service providers to garner support in addressing adolescent health issues and developing strategies to achieve program initiatives.

ESSENTIAL FUNCTIONS

Project Management, Administration and Training

- Identify and work to support the goals and objectives of the Maternal and Child Health grant, including providing research and technical assistance to community partners.
- Participate in training components of adolescent health and train the trainer events for adolescent health education.
- Identify, empower, and train neighborhood leaders who will address neighborhood challenges and implement improvement projects.
- Supervise temporary staff, including volunteers and interns.
- Complete reports relating to program goals and objects.

- Keep abreast of current trend in public health and best practices related to adolescent health.

Community Collaboration

- Manage the adolescent health programs.
- Establish and maintain collaborative relationships with community partners.
- Develop a recruitment strategy for community involvement.
- Facilitate partnerships among schools, community organizations, businesses, community leaders, and the public.
- Work with community-based organizations (CBOs) and residents to enhance involvement in adolescent health strategies in targeted neighborhoods and to identify issues and develop strategies to collectively address them.

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.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business administration, public health, health education, psychology, or a related field from an accredited college or university.
2. Two years of experience in adolescent health programming performing essential functions similar to this position.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also 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.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Thorough knowledge of the social determinates of health and how that impacts working with adolescents.
- Knowledge of community partnership development.
- Ability to learn current trends and best practices in adolescent health.
- Ability to read and interpret work-related documents.
- Ability to write routine reports and correspondence.
- Ability to communicate orally to clearly share information.
- Ability to speak effectively before groups of varying sizes and backgrounds.
- Ability to identify and build relationships with community organizations and agencies related to the program.
- Ability to supervise and maintain team dynamics with a multidisciplinary and diverse staff and volunteers from inside and outside the organization.
- Interpersonal skills and the ability to build and maintain effective working relationships with multi-disciplinary staff, the public, members of community organizations, partners, and leaders as well as elected officials.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose background may differ from one's own.
- Ability to prioritize and handle multiple tasks concurrently.
- Ability to effectively organize resources.
- Ability to manage projects, including the ability to delegate.
- Ability to provide services in a culturally sensitive manner.
- Ability to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2EX) for City of Milwaukee residents is \$48,670-\$63,426 annually, and the non-resident salary range is \$47,476-\$61,870. *Appointment will be made in accordance with the provisions of the salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and Milwaukee Health Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.

- 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 = 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on the link below to apply:

Fill out the Application NOW using the Internet.

