

# PUBLIC HEALTH NURSE COORDINATOR

PNCC & LPPP  
Recruitment #1911-2228ED-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	HEALTH-PUBLIC HEALTH SERVICES
<b>Open Date</b>	11/18/2019 11:25:00 AM
<b>Filing Deadline</b>	12/2/2019 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

[Go Back Apply](#)

## INTRODUCTION

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

This posting is for two Public Health Nurse Coordinator vacancies. One vacancy is in the Parents Nurturing and Caring for Their Children (PNCC) program and the other is in the Lead Poisoning Prevention Program (LPPP). Applicants will indicate on the supplemental questionnaire the position in which they are interested in being considered or if they are interested in being considered for both positions.

## PURPOSE

The Public Health Nurse Coordinator (PHN-C) assigned to the **Parents Nurturing and Caring for Their Children (PNCC)** program coordinates a variety of population based, health care activities and assures quality, accessible nursing services in homes, clinics and community settings.

The Public Health Nurse Coordinator (PHN-C) assigned to the **Lead Poisoning Prevention Program (LPPP)** provides nursing coordination of client-centered services including case management referrals, home visits, community and physician contacts, and related program development activities.



## ESSENTIAL FUNCTIONS

### Parents Nurturing and Caring for Their Children (PNCC)

#### Nursing Service Coordination

- Serve as lead worker by assuring services are administered effectively and efficiently.
- Assist with the coordination of the Safe Sleep program activities.
- Maintain health center resource materials which may include reference materials, bulletin boards, and on-line resources.
- Assist with coordinating and training new staff and scheduling immunization clinics.
- Assist the PNCC Manager in developing, maintaining, and communicating PNCC policy, procedures, and protocols.

#### Program Case Management

- Develop and maintain systems to ensure service delivery is rendered in accordance with program guidelines.
- Work with managers to develop and monitor case management protocols.
- Coordinate Central Intake of all home visiting referrals.
- 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 clinics, and other locations or via telephone.
- Assist with the coordination of presentations for staff and community partners.

#### Community Collaboration

- Function as a professional resource for local public health agencies, community-based agencies and staff.
- Participate in subcommittees, workgroups, and task forces.
- Assist in the development and implementation of community awareness activities regarding the PNCC.
- Collaborate with colleges and universities to provide educational opportunities for students.

#### Data Management and Reporting

- Coordinate and maintain electronic data, using SPHERE and other database platforms, to track aggregate data and create reports.

- Compile and prepare program compliance reports and summaries on a monthly basis.

### **Lead Poisoning Prevention Program (LPPP)**

#### Nursing Service Coordination

- Provide oversight of referrals and case management for children and pregnant women with elevated blood lead levels (EBLL).
- Serve as a lead worker in order to assure all LPPP services are effectively and efficiently provided, pursuant to federal, state and local laws and regulations.

#### Program Case Management and Home Visiting

- Provide thorough case management, home visiting services, and follow-up to all children who have been chelated and other EBLL cases.
- Assess the medical, psychosocial, socioeconomic and environmental status of lead exposed children and their families for the detection of adverse health effects; evaluate general health status.
- Develop a case management plan with the family, medical provider and other appropriate personnel for resolution of assessed needs.
- Provide healthcare resources for families of children with elevated lead levels, serving as their advocate, and verify that interventions meet their needs with a goal of reduction of their blood lead level.
- Confer with physicians, other health professionals and environmental personnel regarding identified needs of children.
- Develop and maintain systems to ensure service delivery is rendered in accordance with LPPP guidelines.

#### Community Collaboration

- Function as a professional resource relative to the LPPP to public health agencies, coordinators, and community-based agencies.
- Participate in subcommittees, workgroups, and task forces.

- Assist in the development and implementation of community awareness activities regarding the LPPP to ensure that available services are effectively communicated.

### Data Management and Reporting

- Use data to coordinate communication and interventions related to emerging health trends and patterns.
- Assist in program development related to the three core functions of public health (health assessment, public health assurance, and policy development).
- Coordinate and maintain electronic data, using programs such as, SPHERE, QuickBase, HHLPSS and other database platforms, to track aggregate data and create reports.
- Compile and prepare program compliance reports and summaries on a monthly basis for the LPPP Manager.
- Provide collaborative communication with the Department of Health and Family Services (DHFS) staff regarding LPPP clients or the Department of Health Services Lead Unit (DHS) regarding EBL clients.
- Compile and process program participation information for incomplete LPPP cases as required by the Wisconsin State Audit Feedback Report.
- Assist the LPPP Manager/Home Environmental Health PHN-Supervisor in developing, maintaining and communicating LPPP policy, procedures, and protocols.
- Use SPHERE 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.*

### **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee Health Department employee, having successfully completed a probationary period for a civil service position.
2. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program.
3. Current license to practice professional nursing in the State of Wisconsin at time of appointment, throughout the selection process and throughout employment.

4. Four years of progressively responsible nursing experience.
5. Valid driver's license at time of appointment, throughout the selection process, 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 lead poisoning identification, lead poisoning prevention and intervention.

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

#### **Parents Nurturing and Caring for Their Children (PNCC) and Lead Poisoning Prevention Program (LPPP)**

- 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 governmental 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 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.

#### **Parents Nurturing and Caring for Their Children (PNCC)**

- Knowledge of patient health assessment including prenatal, maternal, and child health coordination, risk factor identification and intervention.
- Knowledge and ability to plan and train staff in immunizations.
- Ability to be flexible and to effectively coordinate multiple projects within multiple MHD programs.

#### **Lead Poisoning Prevention Program (LPPP)**

- Knowledge of patient health assessment related to lead poisoning, lead poisoning prevention and intervention.
- Ability to conduct program specific growth and development screenings.
- Ability to coordinate the assignment of nursing case management for the Home Environmental Health Division.

#### **CURRENT SALARY**

The current salary range (2GN) is \$56,234-\$72,063, and the resident incentive salary range for City of Milwaukee residents is \$57,921-\$74,225. *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 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.

## CONCLUSION

EEO Code = 206

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