



**TRANSFER OPPORTUNITY  
PUBLIC HEALTH NURSE  
MILWAUKEE HEALTH DEPARTMENT (MHD)**



*A Public Health Nurse assignment is available with the **Communicable Disease Control Unit**.  
The work location is the Zeidler Municipal Building with clinic assignments at various health centers.*

**PURPOSE:**

Public Health Nurses assigned to the Communicable Disease Control Unit of the Disease Control and Prevention Division in the City of Milwaukee Health Department (MHD) engages in a variety of population based and individual nursing activities in homes, schools, clinics and community settings designed to control communicable and/or vaccine preventable disease. The Public Health Nurses will be part of the Milwaukee Health Department's core public health emergency response team, including outbreak investigation.

**ESSENTIAL FUNCTIONS:**

**COMMUNICABLE DISEASE CASE MANAGEMENT**

Detection, intervention, reporting, surveillance and referral activities related to the control of general communicable diseases (e.g. enteric illnesses, vaccine preventable disease). Activities may include, but are not limited to the following:

- Independently initiate, maintain, and complete communicable disease investigative report forms and other data collection and reporting materials using the Wisconsin Electronic Disease Surveillance System (a Web-enabled database);
- Conduct or refer clients for communicable disease clinical testing, interpret test results and counsel clients regarding test results and needed follow-up. Testing done by staff will vary by disease, and may include stool collection, nasopharyngeal or buccal swabs, urine, PPD skin tests or blood draws (training on testing procedures will be provided as needed);
- Refer client/family to appropriate community and health resources;
- Implement disease control measures at all levels, including: the individual (isolation, quarantine, school exclusion), organizational (schools, child care, health care facilities) and community level;
- Provide non-English speaking clients access to culturally and linguistically appropriate materials, using bilingual, interpretation or translation services when necessary;
- Follow established procedures to ensure strict confidentiality of client information;
- Provide training, consultation, and technical assistance to local health providers on communicable disease case detection, case intervention techniques, policies and procedures, quality assurance standards, and data collection tools.

**CLINIC SERVICE**

- Complete history and physical assessment of clients as needed;
- Counsel clients as appropriate, related to services provided;
- Provide appropriate screening tests as indicated;
- Identify needs and initiate written referrals to private care providers, social service agencies, Public Health Nurses, and other agencies;
- Administer immunizations based on MHD policy to specified populations.

**OTHER RESPONSIBILITIES**

- Participate in the orientation training of other Public Health staff;
- Conduct health education classes to groups;
- Participate in the coordination and/or administration of services in health centers or special programs;
- Function as a member of the multidisciplinary Public Health team through participation on Department and/or Division committees, by representing the MHD in professional organizations supporting the Department's goals, outcomes and strategies;
- Assume Team Leader role as determined by the supervisor;
- Assist in the mentoring of other professionals demonstrating Public Health nursing skills emphasizing the role of public health in the community;

*Public Health Nurse (Communicable Disease Control Unit)*

- Assist in school and child care immunization compliance activities;
- Respond to Public Health emergencies as assigned;
- Oversee activities of paraprofessional personnel to insure quality customer service and accurate, safe screening techniques;
- Participate in case management service delivery including documentation and billing; and
- Perform other duties as may be assigned.

**REQUIREMENTS:**

- Currently employed as a Public Health Nurse with the City of Milwaukee.
- Bachelor of Science in Nursing (BSN) from a Commission of Collegiate Nursing Education (CCNE) accredited program.
- Current permit or license to practice professional nursing in the State of Wisconsin.
- Ability to lift and/or move up to 25 pounds.
- Valid driver's license must be maintained throughout employment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to promote health and prevent disease in the community.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, various City of Milwaukee officials, and other agencies.
- Ability to maintain confidentiality with client information.
- Ability to work under pressure and handle multiple and changing priorities.
- Ability to work in a team environment.
- Written communication skills.
- Oral communication skills.
- Presentation skills.
- Effective interpersonal and oral and written communication skills.
- Excellent problem solving skills and ability to exercise independent judgment.

**PREFERRED QUALIFICATIONS:**

- The ability to fluently read, write, and speak Spanish, Hmong or Russian, is highly desirable.

**THE CURRENT SALARY RANGE** (666) is: \$46,019 to \$56,468, annually with excellent benefits.

**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 test, interview or other assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral, performance test or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred to the position.

**APPLICATION** and further information can be obtained in person or via mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).

**Applications should be returned to Ray Weitz, Health Personnel Officer, Milwaukee Health Department, Zeidler Municipal Building, 841 N Broadway, 3<sup>rd</sup> Floor, Milwaukee, WI 53202 by November 15, 2011. Receipt of applications may be discontinued any time after this date.**

*The Milwaukee Health Department values and encourages diversity and is an Equal Opportunity Employer.*