

## **COMMUNICABLE & INFECTIOUS DISEASE PROGRAM SUPERVISOR**

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a Communicable and Infectious Disease Program Supervisor. The person in this position provides leadership, management and supervisory oversight of the MHD STD Clinic, HIV programs, STD/HIV field operations and associated epidemiology, research and surveillance activities. This position oversees and promotes prevention programs as well as participates in strategic planning and research with other governmental and community organizations to achieve the goals and outcomes of the MHD.

### **ESSENTIAL FUNCTIONS:**

#### **30% Program Management & Development**

Establish and monitor program goals, direction and outcomes; Analyze local and national data to determine disease trends and design appropriate prevention and intervention services; Develop, implement and evaluate STD/HIV strategic plans and outcomes for the MHD and Milwaukee community; Provide direction, set priorities and ensure adequate resource allocation that allows Milwaukee's program to move forward in concert with national objectives and keep abreast of national STD/HIV initiatives; Serve as primary spokesperson for STD/HIV programs for the MHD; Collaborate with a variety of MHD programs to integrate STD/HIV services in the Milwaukee community; Collaborate and direct multiple grants in STD/HIV areas to assure goals, objectives and outcomes are met; and Work closely with the MHD Associate Medical Director, STD Public Health Nurse Coordinator and Field Operations Manager to assure STD/HIV clinic, field and surveillance protocols are current and enforced.

#### **30% Management and Administration**

Assist in preparation and monitoring of grant applications and budgets; Assist with contract negotiations; Develop and monitor contracts with professionals and community based organizations (CBO); Prepare reports, briefings and updates as necessary; Facilitate clinical learning experiences and site visits for program partners and grantors; Assure appropriate program staff composition; Interact with City government units, non-City agencies and CBOs as necessary; Provide professional expertise to research projects proposals and undertakings; and Manage all facility, equipment and supply needs of the Clinic.

#### **30% Supervision**

Direct and supervise program staff in STD/HIV areas; Oversee activities of CDC supervisory staff assigned to the STD/HIV Program including the Field Operations Manager and First Line Supervisor; Assure appropriate staffing and scheduling to meet the needs of the program; Conduct and make recommendations for hiring, evaluation and promotion of program staff; Assess work performance and provide mentoring, staff development and training as necessary; Promote professional development and accountability in a supportive environment; and Work with the MHD Personnel Office regarding personnel issues of STD/HIV program staff.

#### **10% Community Leadership**

Collaborate with the MHD STD/HIV management team, Local Health Departments, State Division of Health, Medical College of Wisconsin, Children's Hospital of Wisconsin, ARCW and other community health centers, managed care organizations, physician networks and private physicians to assure program goals are met; Provide leadership to the MHD regarding preventive STD/HIV activities; Coordinate efforts with other coalitions and initiatives and draw on available sources for technical assistance; Identify, recruit, develop, support and maintain primary partners around STD/HIV awareness and service delivery; and Advocate for community empowerment and ownership of STD/HIV issues and long term infrastructure improvements.

Perform other duties as assigned.

### **MINIMUM REQUIREMENTS:**

1. Master's Degree in Administration, Business, Community Health, Health Education, Human Services, Management, Clinical Laboratory Services, Nursing, Public Health, Social Work, or a related field from an accredited college or university.
2. Three years of progressively responsible experience in community health, technical assistance, health education, human services, nursing, public health, social work or related field which must include at least two years of program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management, evaluation, technical assistance and quality assurance.
3. Experience should include one of more of the following areas: STD/HIV related research, evaluation, epidemiology, data management, communicable disease data surveillance systems, an understanding of Milwaukee's health care delivery system and work with the STD/HIV or traditionally underserved populations.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.
5. Valid driver's license at time of appointment and throughout employment. A properly insured personal vehicle for use on the job.

**NOTE:** Equivalent combinations of education and experience may be considered.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- ❖ Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- ❖ Ability to write reports, business correspondence, and procedure manuals.
- ❖ Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ❖ Bilingual in Spanish, Hmong, Russian or other language is preferred.
- ❖ Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- ❖ Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists.
- ❖ Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ❖ Knowledge of database, internet, spreadsheet and word processing software.
- ❖ Experience in data management and data systems.
- ❖ Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public;
- ❖ Ability to provide services in a culturally sensitive manner
- ❖ Ability to maintain confidentiality.

**THE CURRENT ANNUAL SALARY RANGE (7)** is \$52,469 to \$73,453.