



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> Manager I, Health Services	<b>Last Revised/Approved:</b> <i>May 2022</i>
<b>Job Code:</b> NEW	<b>Reports To:</b> Senior Director, Specialized Services
<b>Office:</b> Academics	<b>Department:</b> Specialized Services

Compensation Information	
<b>Pay Grade:</b> 11A	<b>Pay Range:</b> \$81,090- \$117,004
<b>FLSA Status:</b> EXEMPT	<b>Term of Employment:</b> FT

### Position Summary/Purpose:

Leads the district-wide work aiding and training school-based health care providers to enhance their scope and quality of services provided to students. Oversees the work of the MPS occupational nurses and participate in shaping the growth and future direction of employee health in the organization. Works closely with the Sr. Director, Specialized Services and various staff, such as the Office of Human Resources and the Office of the Superintendent during a health crisis.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access, and Inclusion

### Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

### Essential Functions/ Core Competencies:

1. Advocates for Milwaukee Public Schools (MPS) with the Milwaukee Health Department (MHD).
2. Advocates for positive changes in student health. Educates students on healthy habits.
3. Records and analyzes health and medical data of the student population.
4. Evaluates the health treatment plans in place for students.
5. Educates parents about available support services and assists them with access to care as necessary.
6. Works with MHD officials to help the underserved communities gain access to care.
7. Manages the department budget.

8. Expands and improves programs and practices in MPS for students and employees.
9. Raises support and awareness of healthy practices within MPS for students and employees.
10. Works with MHD and deans of the Schools of Nursing to recruit and retain nurses for schools.
11. Monitors current trends, connects with other organizations, gathers information from the field, and looks for promising new areas of work or opportunities for MPS related to student healthcare.
12. Develops various tools, web pages, manuals, webinars and presentations to help MPS nurses implement/improve their services. Manages sections of MPSs website, to include the COVID page.
13. Meets with individual school or clinic personnel (Children's, Ascension, MCW, etc.) to provide one-on-one assistance or troubleshooting and to oversee projects such as needs assessments or evaluations.
14. Attends school board meetings and works closely with school board members as appropriate
15. Actively supports the MPS Strategic Plan.
16. Completes other duties as assigned.

### **Job Requirements:**

#### ***Education Requirements:***

- Master's Degree or higher in Public Health, Nursing or related healthcare field.
- Must have the two-year stipulation for DPI licensure #80

#### ***Experience Requirements:***

- A minimum of five-years' experience running or working in a school health center or equivalent combination of experience in a community clinic, medical practice, and school health capacity Five or more years of experience related to school health centers and/or community health centers is desired
- Knowledge of clinical issues related to child and adolescent health care is required

#### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication skills are essential; as are presentation and organizational skills
- Incumbent should have a background in clinic operations and understand the process of starting a clinic in a school setting.
- Must be able to supervise, train, recommend for hire and evaluate staff.
- Must be able to prepare and present accurate and reliable reports and make recommendations to senior staff. Skills on a PC in a MS Office environment are required.
- The ability to work effectively with diverse groups and to handle numerous responsibilities with differing deadlines is essential.

### **Working Environment:**

- General office or school environment
- Frequent travel around the city of Milwaukee

## **Physical Demands:**

- General lifting, standing, bending and sitting

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

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.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.