



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Wisconsin Well Woman Program Specialist

LOCATION: Public Health

HIRING RANGE: \$23.10-\$25.67/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

April 2023

POSITION TITLE: Wisconsin Well Woman Program Specialist

DEPARTMENT: Public Health

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Promote and coordinate all aspects of the Wisconsin Well Woman Program and support Spanish language needs for the Winnebago County Health Department.

ESSENTIAL FUNCTIONS:

1. Maintains Spanish-speaking client caseload for the Wisconsin Well Woman Program; recruits, identifies, enrolls, provides case management to, and educates program-eligible women about breast and cervical cancer screening and other covered services. Assists with coordination and follow up of abnormal screening results with provider and client.
2. Support WCHD with Spanish language needs – written/verbal to enhance community engagement.
3. Collaborates with local healthcare systems and the community to perform outreach of WWWP program to eligible populations.

ADDITIONAL ESSENTIAL DUTIES:

1. Ensures the provision of services are within the scope of the Wisconsin Well Woman Program Grant Criteria and related documentation comply with federal laws, state statutes, administrative codes, and policies and procedures.
2. Ensures that coordination and case management services are provided in a confidential and culturally sensitive manner.
3. Helps participants with billing issues as they arise.
4. Participates in local health care coalition meetings.
5. Develops outreach/promotional materials and social media messages.
6. Provides technical support to local program service providers.
7. Attends regional WWWP coordinator meetings and annual statewide coordinator conference.
8. Implements and promotes culturally competent customer service with clients, co-workers and the public.
9. Maintains a current knowledge of health insurance options and keeps health department staff informed.
10. Attends agency orientation, training and staff development functions as required;
11. Participates in public health emergency response training and drills.
12. Pursues professional growth and development through working with their supervisor regarding education, participating in professional committees and workgroups and contributing to a work environment where continual improvements in practice are pursued.
13. Participates in planning for development and operation of the agency, including, but not limited to, assistance in coordination of agency services with other community services, orientation of new staff to the service, quality improvement, quality assurance, and performance management.
14. Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.
15. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Public Health Supervisor of Healthy Lifespan Division.
2. Works with health department staff, other health departments, health care providers, health care systems, Wisconsin Well Women Program coordinators, and community service organizations.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Fluently bilingual in verbal and written forms of Spanish and English.
2. High School Diploma / GED or higher.
3. At least two years of experience working in case management or in a telephonic healthcare environment.
4. A combination of education and work experience sufficient to provide the knowledge, skills, and abilities to perform the functions and duties of the position.
5. Some medical and public health knowledge is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of relevant community resources and agencies.
2. Ability to use with the Google Apps Suite (specifically Drive, Voice, Forms)
3. Facility in communication platform management (Facebook, Constant Contact, Canva, Google)

4. Ability to participate in the department's commitment to incorporate equity in our services, policies, practices, and organizational culture.
5. Ability to successfully work with diverse populations and demonstrate cultural humility.
6. Ability to engage residents to center their needs in departmental services, policies, practices, and organizational culture
7. Ability to apply time management skills and ability to prioritize job-related activities.
8. Ability to communicate with persons of varying levels of education, understanding, and values and work with diverse populations in a culturally sensitive manner.
9. Ability to maintain accurate, complete, and legally correct reports on a computer-based charting system.
10. Ability to communicate effectively both orally and in writing in a timely manner and maintain confidentiality at all times.
11. Ability to demonstrate leadership, independent judgement and critical thinking skills.
12. Availability to work flexible hours and travel regionally as needed.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, palpating, writing and repetitive motions.
3. Exert up to 30 pounds of force occasionally, and/or negligible amount of force constantly to move objects.
4. Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
5. Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
6. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
7. Ability to work 8:00am 4:30pm M-F from our Neenah location (211 Commercial Ave)
8. Occasionally flex work schedule to accommodate community engagement need and/or remote worksites.