

DIETETIC TECHNICIAN

Recruitment #1504-2110DC-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 4/27/2015 4:30:00 PM

Filing Deadline 5/22/2015 11:59:00 PM

HR Analyst Marti Cargile

PURPOSE

Under the direction of the WIC Program Manager, the Dietetic Technician assigned to the Women, Infants and Children Supplemental Nutrition Program (WIC) provides nutritional assessment and makes final determination of program eligibility for City of Milwaukee Health Department's (MHD) clients.

ESSENTIAL FUNCTIONS

WIC Certification:

- Complete the WIC certification process, including performing nutrition assessment and counseling, breast feeding counseling and promotion, performing intake and registration, issuing WIC benefits, performing anthropometric measurement (measuring and recording height and weight), and conducting hemoglobin testing.

Client Screening and Referrals:

- Screen clients using WIC nutrition criteria to identify high-risk and at-risk clients and to make appropriate referrals to registered dietitian.

Other Functions:

- Analyze nutrient composition and intake for clients being monitored.
- Conduct group and individual secondary nutrition education.
- Assist nutritionists in the development of nutrition education classes and programs.
- Assist nutritionists with training students and health department staff and with WIC outreach activities.
- Back up clinic assistants and office assistants as needed.
- Assess immunization records, and conduct immunization counseling.
- Participate in WIC clinic team meetings to assist in quality assurance initiatives.

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.

CONDITIONS OF EMPLOYMENT

1. Employees assigned to the WIC Program will be expected to report to any of the City of Milwaukee WIC clinic locations as assigned. Assignments may be made on short notice to provide staff coverage during unexpected absences or emergency situations.
2. All WIC staff members participate in a work schedule that includes early evening hours on assigned days. The current hours of work for this position are as follows: M, TU, W, and F, 8:00 a.m.-4:45 p.m.; TH, 10:30 a.m.-7:00 p.m.

MINIMUM REQUIREMENTS

1. Associate degree from an Accreditation Council for Education in Nutrition and Dietetics (ACEND)-approved dietetic technician program, ***OR*** Bachelor's degree in nutritional sciences, dietetics, or a related field from an accredited college or university.

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2. Current Academy of Nutrition and Dietetics registration: Dietetic Technician, Registered (DTR). **NOTE:** *Employees who possess a related bachelor's degree are not required to take the DTR exam.*
 3. Attain Certified Lactation Counselor® (CLC) certification within a year, and maintain certification throughout employment.
 4. Valid driver's license and use of a properly insured automobile* for use on the job at time of appointment and throughout employment. (**Automobile allowance is 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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of state-of-the-art practices in the field of nutrition, breast feeding, and public health.
- Ability to read and interpret work-related documents.
- Skill in oral communication.
- Skill in written communication, including the ability to compose relevant, legible counseling notes.
- Customer service skills and tact, diplomacy, cultural-sensitivity, and composure in a noisy, fast-paced setting.
- Ability to work with infants and small children.
- Ability to build and maintain productive working relationships with multidisciplinary and multicultural staff members, clients, city officials, and community groups.
- Ability to work well in a participative team environment.
- Time management skills, organizational skills, and the ability to be flexible within a changeable work schedule and environment.
- Good judgment, trustworthiness, dependability, and the ability to maintain confidentiality.
- Ability to learn and use the ROSIE web-based software system that tracks WIC data as well as standard computer software applications.
- Ability to develop and conduct presentations and educational classes.
- Ability to take measurements such as height and weight accurately and perform iron and lead testing.
- Ability to lift and move 25 pounds, including lifting small children onto measuring apparatus such as scales.

CURRENT SALARY

The current starting salary (PG 5CN) for City of Milwaukee residents is \$34,067 annually, and the non-resident starting salary is \$33,232.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most

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qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

Additional Information

Initial Filing Date: The examination will be held as soon as practical after **May 22, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.