

# NUTRITIONIST

Recruitment #2010-2109DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH-PUBLIC HEALTH SERVICES
<b>Open Date</b>	10/26/2020 1:10:00 PM
<b>Filing Deadline</b>	11/19/2020 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.*

## PURPOSE

*The Women, Infants, and Children (WIC) Program is a special supplemental nutrition program, the primary goal of which is to promote and maintain the health and well-being of nutritionally at-risk pregnant, breastfeeding, and postpartum women, infants, and children.*



PURPOSE: Under the direction of the WIC Program Manager, the Nutritionist provides client, nutrition, and administrative services to the City of Milwaukee Health Department's (MHD) Women, Infants, and Children (WIC) special supplemental nutrition program. The person in this position serves as a lead worker for dietetic technicians, clinic assistants, and WIC office support staff.

## ESSENTIAL FUNCTIONS

Client Services:

- Perform complete WIC certifications, including intake and registration, anthropometric measurement, hemoglobin and lead testing, nutrition and breastfeeding assessment, counseling, benefit issuance, immunization assessment, and referral to health care providers and community agencies.

#### Nutrition Education Services:

- Lead for development, implementation, and monitoring of nutrition work plans and other grant-related initiatives.
- Serve as the nutrition resource for WIC staff, public health nurses, and the community.
- Conduct follow-up nutrition education for high-risk participants.
- Follow the guidelines according to the Nutrition Care Process (NCP) and similar standards set forth by the Academy of Nutrition and Dietetics.

#### Administrative Services:

- Assure implementation of and compliance with WIC federal, state, and project regulations and policies.
- Attend WIC clinic team meetings to assure continuous quality improvement.
- Attend and represent the MHD WIC program at Milwaukee County Project Nutritionist and Breastfeeding Coalition meetings.
- Assist with training employees (including Breastfeeding Peer Counselors and student interns) in clinical, nutrition, and administrative operations.
- Assure outreach to underserved segments of the community. In the absence of the WIC Health Project Coordinators and WIC Program Manager, serve as lead worker.

*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

- Ability to safely lift infants and small children onto scales (up to 25 lbs).
- Employees assigned to the WIC Programs will be expected to report to any of the City of Milwaukee clinic locations as assigned. Assignments may be made

on short notice to provide staff coverage during unexpected absences or emergency situations.

- All WIC personnel participate in a work schedule that includes early evening hours on assigned days. The current hours of work are as follows: Monday, Tuesday, Wednesday, and Friday from 8:00 a.m. – 4:45 p.m. and Thursday from 10:30 a.m. to 7:00 p.m.
- Travel outside the City of Milwaukee, which may include overnight travel.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

## MINIMUM REQUIREMENTS

1. Bachelor's degree with a major in foods and nutrition, dietetics, or a related field from a college or university accredited by Accreditation Council for Education in Nutrition and Dietetics (ACEND).
2. Registration as a Registered Dietitian (RD) by the Academy of Nutrition and Dietetics at time of appointment and throughout employment.
3. State of Wisconsin Certified Dietitian (CD) OR CD-eligible at time of appointment; must obtain certification with the State of Wisconsin within six months of appointment date.
4. Must meet State of Wisconsin WIC mandates regarding lactation management and care as noted in 10.23-2 and 10.23-3 of the Wisconsin WIC Operations Manual within one year of appointment.
5. Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance 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 and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

## DESIRABLE QUALIFICATIONS

- International Board Certified Lactation Consultant (IBCLC), or be exam-eligible or have successfully completed other state-approved specialized training, such as Certified Lactation Specialist (CLS), Certified Lactation Consultant (CLC), or Certified Lactation Educator (CLE).

- Completed specialized training in lactation management and care.
- Experience facilitating community nutrition programming.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of food and nutritional science and maternal and child health.
- Knowledge of federal, state, and local WIC policies and regulations.
- Knowledge of community resources.
- Knowledge of mathematics and ability to perform mathematical calculations.
- Ability to read and interpret work-related documents, including procedures manuals, governmental publications, and periodicals.
- Written communication skills such as the ability to write business correspondence and reports.
- Oral communication, presentation, and training skills.
- Interpersonal skills; ability to maintain effective working relationships with a multi-cultural, multi-disciplinary staff, community partners, and the public.
- Customer service knowledge and skills.
- Listening and counseling skills.
- Ability to provide services to a diverse customer population in a culturally sensitive manner.
- Ability to be resilient in a very busy setting with clients who may be experiencing stress.
- Ability to serve in a lead capacity.
- Problem-solving and decision-making skills.
- Organizational skills and the ability to plan and accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to use the Microsoft Office Suite and specialized software such as the State of Wisconsin WIC Data System (ROSIE).
- Skill in using job-related equipment such as the Lead Care® II Analyzer, HemoCue® systems, lancets, and adult and infant weighing and measuring equipment.
- Ability to work with infants and small children.
- Honesty, integrity, and professionalism.
- Ability to maintain confidentiality.
- Dedication to the promotion of health and prevention of disease and a commitment to stay abreast of current practices in nutrition.

## CURRENT SALARY

The current salary range (2DN) is \$47,095-\$59,498 annually, and the resident incentive salary range for City of Milwaukee residents is \$48,508-\$61,283 annually. *Appointment above the*

*minimum is possible based upon level of experience and other qualifications and is subject to approval.*

## BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>

## **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 and the Milwaukee Health Department reserve the right to call only the most 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.

INITIAL FILING DATE - The examination will be held as soon as practical after **Thursday, November 19, 2020**. 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.

## **ADDITIONAL INFORMATION**

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

**EEO = 206**

*"The City of Milwaukee values and encourages diversity and is an equal opportunity employer."*