

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. – 4:30 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **Sept 25, 2018**
NO: **M19-18**

CLASSIFICATION TITLE
WIC Dietitian
(Canton City Health Department)

SALARY
\$43,419 - \$64,873

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Applicants must submit a copy of driver's license, a current resume, and unofficial college transcripts, any valid public health professional license or certification(s), and any other documentation pertaining to this position must be on file no later than **Friday, October 19, 2018 at 3:00 p.m.**

MINIMUM QUALIFICATIONS AND EXPERIENCE

Bachelor's degree from an accredited college or university. Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

PREFERRED QUALIFICATIONS

Previous work experience in WIC or healthcare service, Certified Lactation Counselor (CLC) or other certified breastfeeding training, Literacy, language, and communication skills appropriate to address the needs of a diverse population, up-to-date computer skills and social media knowledge.

CANDIDATE EVALUATION

Candidates will be evaluated on education and work experience.

EDUCATION

Applicants meeting the minimum requirements will be assigned an initial basic score of 70%. Applicants possessing an appropriate degree of dietetics will receive an additional 5 points.

WORK EXPERIENCE

One (1) point will be added to the basic score for **each** complete year of work experience in a WIC Program. Five (5) points will be added for previous experience in a public health department.

POSITION SUMMARY

Under the general supervision of the WIC Director, a person in this classification provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). WIC Dietitians engage in repetitive clinical work, assist with various functions to maintain optimal clinic flow, and make appropriate health and social service referrals. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgment in performance of duties. Multi-tasking is necessary on a regular basis.

WORK ENVIRONMENT

General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

IMPORTANT NOTICE TO VETERANS

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the Director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade. **A copy of DD-214 (long version) must be submitted with the application.**

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

WIC CLINICAL EXPERIENCE

Applicants who have previous experience in a WIC Clinic will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARDED IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

WIC Clinic Duties: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; Develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops of nutrition education materials.

NON-Clinic Duties: Participates in WIC Program and Health Department outreach activities; involvement in Agency meetings and/or assigned committees; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with state & local updates such as WIC Policies, State WIC ALL Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the supervisor.

Other Duties: Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling. Assists with clinic management decisions as needed. Will work late clinic and complete outreach activities as assigned. May function as a preceptor/mentor for students/interns. Completion of WIC Program Nutrition Education Coordinator assignments.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator