

# **DIETETIC TECHNICIAN and DIETETIC TECHNICIAN-BILINGUAL**

## **Milwaukee Health Department**

*The eligible list resulting from this examination may be used to fill similar positions.*

### **THE PURPOSE:**

The Dietetic Technician and Dietetic Technician-Bilingual assigned to the Women, Infants and Children Supplemental Nutrition Program (WIC) provide nutritional assessment and make final determination of program eligibility for City of Milwaukee Health Department's (MHD) clients. The Dietetic Technician-Bilingual has been designated as a bilingual position to assure that service is provided to Limited English Proficient (LEP) clients whose primary language is Spanish. The incumbent is expected to provide services in either English or Spanish language to effectively meet individual clients' needs.

### **ESSENTIAL FUNCTIONS:**

#### **WIC Certification:**

- Complete the WIC certification process, including performing nutrition assessment and counseling, doing breast feeding counseling and promotion, performing intake and registration, issuing WIC drafts, 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 dietician and/or public health nurse.

#### **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.
- Perform data entry to update immunization records.

#### **Dietetic Technician-Bilingual only:**

- Communicate effectively with English- and Spanish-speaking clients, sharing information both orally and in writing in order to complete the regular required duties of the Dietetic Technician position.

### **CONDITIONS OF EMPLOYMENT:**

- 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.
- 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.

## ***Dietetic Technician and Dietetic Technician Bilingual***

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*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **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.
2. Current Academy of Nutrition and Dietetics registration: Dietetic Technician, Registered (DTR),  
***OR***  
Must successfully pass the national examination administered by the Commission on Dietetic Registration (CDR) within six months of hire.
  - ***NOTE:*** *Employees who possess a related bachelor's degree are not required to take the DTR exam.*
3. Complete the Lactation Counselor Training Course offered by The Healthy Children Project, Inc., and obtain Certified Lactation Counselor® (CLC) certification within a year; maintain certification throughout employment.
4. **Dietetic Technician-Bilingual only:** Bilingual in English and Spanish languages.
5. 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.*)

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS REQUIRED:**

- Knowledge of state-of-the-art practices in the field of nutrition, immunization, and public health.
- Ability to read and interpret work-related documents in English.
- Skill in oral communication in English.
- Skill in written communication in English, 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.
- Ability to lift and move 25 pounds, including lifting small children onto measuring apparatus such as scales.

## ***Dietetic Technician and Dietetic Technician Bilingual***

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### **Dietetic Technician-Bilingual only:**

- Ability to read work-related documents in Spanish.
- Ability to speak Spanish fluently
- Skill in written communication in Spanish.

### **SALARY (PR 5CN):**

- The current starting salary is \$33,730 annually for City of Milwaukee residents. The non-resident starting salary is \$33,232 annually.

**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 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.

- **NOTE:** Candidates for Dietetic Technician-Bilingual who are referred to the hiring authority for job interviews will be required to pass a Bilingual Fluency Assessment (English-Spanish) as part of the interview process.
- **NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.**

The examination will be held as soon as practical after **October 18, 2013**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail 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.

**APPLICATIONS** and further information may be obtained in persona or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St Room 706, City Hall, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or by calling 414-286-3751.