

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 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: **January 4, 2013**
NO: **M1-13**

CLASSIFICATION TITLE
WIC CLINIC ASSISTANT
(Canton City Health Department)

STARTING SALARY
\$34,686

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 our website at www.cantonohio.gov under "City Services" click on "Civil Service". Application, clear copy of valid driver's license, a current, detailed resume and college transcripts (unofficial will be accepted) must be on file no later than **Friday, January 25, 2013 at 4:00 p.m.**

EXAMINATION –TUESDAY, JANUARY 29, 2013

CHECK-IN: 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: This will be a written examination covering the following subjects: Basic Mathematics, Data Interpretation, Public Relations, Alphabetizing, Reading Comprehension, Office Procedures, Vocabulary and Budget. A 70% passing point will be used.

This is an open examination. To be eligible for the position under this examination, applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen, high school graduate or equivalent, and have no felony convictions. WIC clinic or health care experience preferred. Preferred graduate of an accredited school with a medically-focused degree such as a Medical Assistant or Dietetic Technician Degree.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

Applicant must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include: must be able to interpret rules and regulations affecting the WIC Program and perform required job duties as outlined by the State WIC Policy and Procedure Manual; must be able to perform clinical procedures and properly record the results; must be able to work quickly and efficiently while processing a high volume of program participants; must become knowledgeable of policies and procedures of the WIC Program and assist in the operations of the program; must become knowledgeable of childhood immunization schedule and be able to interpret immunization records for program participants; performs other functionally related duties as assigned; participates in participant certification by reinforcing nutrition education and breastfeeding support, making referrals as needed and must be able to complete administrative duties such as scheduling appointments in-person and by telephone, computer data entry and miscellaneous clerical duties.

DISTINGUISHING FEATURES OF THE CLASS

The WIC Clinic Assistant is responsible for the anthropometric measurements of WIC program participants that are necessary to determine eligibility for WIC services. A person in this class is also responsible for the completion of the required immunization screenings as outlined in the State WIC Policy and Procedure Manual. Compliance with Hepatitis B vaccination requirements is needed, as well as the ability to adhere to program confidentiality guidelines. The WIC Clinic Assistant must be able to function in a fast-paced clinic setting that is generally noisy due to the high number of program participants that are infants and children up to five years of age. Additional administrative duties will be assigned to this individual by the supervisor.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of January 25, 2013 to receive the bonus credit. 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.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

Under the general supervision of the WIC Director, WIC Dietitian III, and/or the Director of Nursing, the person in this classification performs the required WIC Clinic anthropometric measurements, generalized WIC laboratory and administrative duties. Examples of work that a person of this classification may be expected to perform: Performs clinical procedures including but not limited to heights, weights, and hemoglobins; assesses immunization records and inputs forecasts into the Impact SIIS database or system used by the WIC Program; refers WIC participants to community or health services as needed; performs administrative duties as assigned by the supervisor and participates in the Health Department Safety Committee.

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