

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: April 20, 2009
NO: M10-09

CLASSIFICATION TITLE
W.I.C. DIETICIAN
(Canton City Health Department)

SALARY RANGE
\$43,419 - \$60,784

FILING OF APPLICATION

Application must be made on the regular 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 City of Canton website www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application must be on file no later than Friday, May 22, 2009 at 5:00 p.m. Candidate must submit a current resume, unofficial college transcripts and a copy of their valid State of Ohio Driver's License with completed application.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio

SCOPE: The examination will consist of an oral interview examination approximately 15-20 minutes in length. The interview will measure communication skills as well as general knowledge and knowledge of nutritional and educational needs of WIC participants as well as policies and procedures of the WIC Program.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License.

MINIMUM QUALIFICATIONS

Acceptable education and experience shall include graduation from an accredited college or university with a B.S. Degree in Food and Nutrition and one-year internship in a health agency or equivalent. Must be a registered dietitian or eligible for registration with the American Dietetic Association (A.D.A.).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be able to determine nutritional and educational needs of WIC participants; knowledgeable of policies and procedures of the W.I.C. Program and assist in the operations of the program.

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 this list has been established, your name will remain on the list for a period of two years.

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

Candidates who are honorably discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - Long Version AT THE TIME OF APPLICATION will receive 20% additional credit provided they make a passing score.

CITY RESIDENCY BONUS

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

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

EQUAL EMPLOYMENT

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

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 IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

An employee in this position will serve as a nutrition educator under the supervision of the Community Dietitian. Responsibilities include: assessing medical information to determine nutritional need of participants; certifying participants to the W.I.C. Program according to the medical condition criteria in the policy and procedure manual; prescribing types and amounts of food based on nutritional need; counseling participants individually or by group session as often as deemed necessary by W.I.C. Federal and State policies; developing behavioral objectives and nutrition care plans indicated; developing programs for use in group sessions for adult participants, child participants and the parents or guardians of infant participants; developing nutrition education materials to aid in counseling sessions; assisting in the preparation of the annual nutrition education plan; documenting nutrition education that is done in each participant's file; assuring coordination with other community agencies, making referrals when indicated; becoming knowledgeable of the policies and procedures of the W.I.C. Program and assisting in the operation of the W.I.C. Program within these guidelines established by the U.S. Department of Agriculture, the Ohio Department of Health and the Canton City Health Department and other duties as determined by the supervisor.

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

