



City Administrator

Rebecca N. Grill

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City Hall


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: February 23, 2016

Attached is Sally Nusslock's request to fill an upcoming vacant position of Community Health Nutritionist at the Health Department.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor
HR Division
Sally Nusslock

ADM\Vacpos\VACPOSREQ HltNut 030116





Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Rebecca Grill, City Administrative Officer
FROM: Sally Nusslock, Health Commissioner
DATE: February 19, 2016
SUBJECT: Request to Fill Vacancy

I am asking for approval to fill a vacancy in the position of Community Health Nutritionist.

The employee currently in this position has resigned to take a position with the State of Wisconsin. Their last day of employment with the City will be March 3, 2016.

This position is critical to maintain our expanded service provision levels to individuals who utilize our Women, Children and Infants (WIC) program.

Please contact me if you have questions or need additional information.

Thank you!

Health Department
7120 West National Avenue
West Allis Wisconsin 53214

414/302-8600
414/302-8628 (Fax)

www.westalliswi.gov



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Health Position Title: Community Health Nutritionist

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 3 / 3 / 2016

Person Replaced: Katrina Fritsch

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 4 / 04 / 2016

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
The WIC Program requires employment of Nutritionists or Competent Professional Authorities to enroll participants in the WIC program

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
Community Health Nutritionists provide nutrition assessment and counseling to client in the WIC program and are vital to continue participant enrollment in the program.

What will be the impacts on service functions to the public if the position is not filled? _____
Participants will experience delays in enrollment and obtaining certification appointments and benefit pick up.

What will be the impacts on service to city staff if the position is not filled? _____
Absence of the Community Health Nutritionist will add increased work load and increased job stress to the remaining Community Health Nutritionists. Limited options available for remaining staff to work additional hours.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
None - current staffing produces an efficient flow of WIC client through the clinic.

How has this vacancy/need been covered so far? _____
Position not yet vacant. Will offer additional hours to part time staff to fill gap. Will need to adjust appointment and staff schedules to cover the void.

How many other similar positions exist in this department? 5

Requestor Information

Please Print:	<u>Sally Nusslock</u>	<u>Health Commissioner</u>	<u>Health</u>
	<small>Name</small>	<small>Title</small>	<small>Department</small>
Signature/Date:	<u><i>Sally Nusslock</i></u>	<u>02</u>	<u>/19</u> / <u>2016</u>

Attached: Memorandum Current Position Description

COMMUNITY HEALTH NUTRITIONIST I

JOB SUMMARY: This is professional public health nutritionist work in the development and promotion of the nutritional components of various Health Department services and programs with special emphasis on the Women, Infants and Children (WIC) Program. This position requires working outside of regular office hours (8 am to 5 pm) and at multiple locations and may require travel to meeting sites throughout Wisconsin and other States for educational conferences/ training/seminars.

NATURE OF WORK: An employee in this classification is responsible for developing, promoting, implementing, and evaluating nutrition components for a public health department including, but not limited to, having primary focus in the WIC Program. An employee in this position is expected to have basic awareness of work procedures and departmental policies; occasional instruction or assistance is provided as new or unusual situations arise.

DUTIES: Performs initial interviews of WIC participants including assessment of eligibility and need, planning of WIC food prescriptions; makes appropriate nutrition and medical referrals; plans and schedules monthly educational programs conducted by other staff or self; conducts individual nutrition counseling sessions with participants and caretakers per WIC guidelines; documents all nutrition care; researches and places in use scientifically accurate nutrition education materials; promotes the relationship between nutrition and good health to provide positive changes in food habits of WIC participants; provides follow-up care for participants identified as high-risk; provides consultation and training to other staff and community groups on a variety of nutrition topics; operates various modern office equipment and applicable software/database programs; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; may act as WIC Breastfeeding Coordinator.

Ability to work nights, weekends, overtime, and odd hours when circumstances require such duty or in emergency situations.

In the event of a public health emergency, the Community Health Nutritionist may be required to respond and perform duties similar, but not limited to, the description herein.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of nutrition and its relationship to health and public programs; good knowledge of principles and methods of health education and nutrition counseling; good knowledge of the approved principles and practices of Community Nutrition Foods or Dietetics; good knowledge of or familiarity with all regulations of the WIC program; good clinical and evaluation skills; good written and oral communication skills; ability to exercise mature judgment and confidentiality; good skill in listening; ability to organize facts and ideas, and to prepare written or verbal reports; good knowledge of modern office methods, practices, and procedures; good computer skills including basic e-mail knowledge, word processing skills, ability to navigate and work with internet applications; ability to establish a strong working relationship with all departmental personnel; ability to create innovative methods of teaching that appeal to a wide range of skill levels and needs; ability to establish and maintain effective working relationships with supervisors, employees and the public.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Dietetics, Community Nutrition or Foods and Nutrition and one (1) year of recent paid work experience, preferably in a WIC Program.

Registered Dietician (R.D.) must be obtained within six (6) months of appointment.

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MINIMUM REQUIREMENTS (cont'd):

Certification as Lactation Educator or completion of a specialized breastfeeding training course must be obtained within one (1) year of appointment.

Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), database applications, and other modern office equipment, etc.

Bilingual English/Spanish, English/Burmese, or English/Arabic is desirable.

CPR (Healthcare Provider) certification must be obtained within six (6) months of appointment.

Possess the physical capacity to perform the duties of the position, including but not limited to, the following: occasional lifting/carrying up to 50 lbs.; occasional physical exertion moving, pulling, pushing or holding objects or materials up to 50 lbs.; ability to frequently stand, walk, sit, bend, stoop, kneel, twist, squat, etc.; frequent stretching/reaching of arms; frequent arching of neck; ability to use a step stool and/or work from a step ladder; and ability to work in a variety of environmental conditions.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Ability to work nights, weekends, overtime, and odd hours when circumstances require such duty or in emergency situations.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

Approved _____
Department Head Date

Approved _____
Division Head Date

Approved _____
Employee Date