

CLINIC ASSISTANT

Recruitment #1509-2203DC-003

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 11/19/2015 12:00:00 PM

Filing Deadline 12/18/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

"The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation."

PURPOSE

Under the supervision of the WIC Health Project Coordinator, the Clinic Assistant assigned to the Women, Infants, and Children Special Supplemental Nutrition Program (WIC) provides client and administrative services such as registration, health screening, and food benefit issuance for clients of the WIC Program at various Milwaukee Health Department (MHD) clinics.

ESSENTIAL FUNCTIONS

Client Services:

- Set up screening rooms, calibrate equipment, ensure availability of supplies, and maintain quality control and equipment maintenance records.
- Perform screening tests and procedures, including height and weight measurements and finger stick for hemoglobin and lead.
- Maintain awareness of signs of child abuse or negligence, and notify Nutritionist when symptoms are observed.
- Perform client intake and registration activities, including the following:
 - Verify personal identification, income eligibility, and residence.
 - Assure validity and availability of consent form.
 - Assign pick-up days.
 - Perform food benefit issuance, including assessing catch-up issuance needs.
 - Enter health assessment data into database system (ROSIE).
 - Assure food instrument registers are completed accurately and signed.
 - Schedule WIC appointments.
 - Answer phone inquiries.
 - Disseminate a variety of referral and service information.

Administrative Services:

- Perform Quality Control tests on Stanbio medical diagnostic machines at MHD's Southside Health Center, Keenan Health Center, and Northwest Health Center.
- Attend relevant WIC training workshops, and participate on committees.
- Provide screening practice and procedural training to WIC staff, students, and interns.
- Participate in WIC clinic team meetings to assist in quality assurance initiatives.
- Serve as back-up to the Office Assistant as needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

1. The Clinic Assistant must be willing and able to work 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.
2. Employees are expected to report to WIC clinics at various health center locations as assigned, sometimes on short notice.

MINIMUM REQUIREMENTS

1. Nursing Assistant certification **OR** equivalent coursework and/or work experience in health assessment assistance, including weighing, measuring, and hemoglobin/hematocrit testing.
 - *Equivalent combinations of education and experience may be considered.*
 - ***NOTE:** Copies of Nursing Assistant certification and/or college transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Where applicable, applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college or university name, your name, the degree completed (if applicable), and the date completed.*
2. Valid Wisconsin driver's license and the availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and understand work-related documents in English.
- Ability to use job-related medical equipment such as blood lancets, scales and measuring boards, and diagnostic equipment.
- Ability to perform general clerical tasks such as filing and record-keeping accurately and efficiently.
- Ability to use a computer for data entry and basic word processing.
- Ability to provide satisfactory customer service to families in a very busy clinic setting, both in-person and via phone.
- Ability to establish and maintain good working relationships with a multicultural, multidisciplinary team, other agencies, and the public.
- Ability to maintain confidentiality.
- Ability to lift and move objects weighing up to 25 pounds.
- Fluency in a language other than English desirable.

CURRENT SALARY

The current starting salary (**PR 5BN**) for City of Milwaukee residents is **\$30,530** annually, and the non-resident starting salary is **\$29,781**.

BENEFITS:

The City of Milwaukee provides a comprehensive benefit program including the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance

Clinic Assistant (Health Department)

- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves

Selection Process

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.

INITIAL FILING DATE: The examination will be held as soon as practical after **December 18, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified 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.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*