



Joan Johnson  
*Director*

June 6, 2025

Mr. Harper Donahue, IV, Director  
Department of Employee Relations  
City of Milwaukee  
City Hall - Room 706  
Milwaukee, WI 53202

Dear Mr. Donahue:

Pursuant to **Civil Service Rule IX, Section 2**, the Milwaukee Public Library respectfully requests your approval to re-extend the temporary appointment of Ousia Moon to the title of Temporary Community Education Assistant. This position serves as a part of the short term, granted funded One MKE Civic Engagement Program.

Ousia Moon was originally approved for this temporary appointment from September 8, 2024 through the original expiration of the grant on December 31, 2024. On January 14, 2025 she was approved for an extension through July 1, 2025 as remaining grant funds were still available. As the Library has received additional grant funds for the position through March 2026, we are respectfully requesting to re-extend this temporary appointment from July 1, 2025 to March 31, 2026, so Ms. Moon can continue providing program support.

The Library's Human Resources Representative, Danielle Wroblewski, will be available at the next City Service Commission meeting to answer any questions or concerns.

Respectfully submitted,

  
Joan Johnson  
Library Director





Department of Employee Relations  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202-3554



## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION Milwaukee Public Library	LAST NAME Moon	FIRST NAME Ousia	INITIAL	
AUTHORIZED POSITION TITLE Temporary Community Ed Asst	PAY RANGE 9EN	F&P COMMITTEE APPROVAL DATE 5/7/2025	REQUISITION # 11746	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 7/1/2025	ANTICIPATED EXPIRATION DATE 3/31/2026	T.A. RATE OF PAY 21.34/hour	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Temporary Community Education Assistant is a short term, grant funded position, as part of the One MKE Civic Engagement program, to provide support with community resources to residents of the City of Milwaukee. The Library has received additional grant funding and we are requesting Ms. Moon's appointment be re-extended until the expiration of grant funds on March 31, 2026.				
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: The Library posted a job announcement on MPL.org on 6/18/2024. Qualified applicants were interviewed and selected by two Library administrators. Ms. Moon was selected based on her education and work experience.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION:		WORK EXPERIENCE:		OTHER REQUIREMENTS (i.e. LICENSES)
Bachelor of Arts in Spanish & Critical Identity Studies, Beloit College 2015 Master of Social Work, UW-Milwaukee, In Progress		4 years as a Peer Counselor with All Options Talkline 2 years as Volunteer & Events Coordinator at Riverwest Co-Op 1 year as Community Outreach Coordinator at		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER Danielle Wroblewski	SIGNATURE 	TITLE HR Representative	DATE 6-5-25	
APPROVING OFFICER Joan Johnson	SIGNATURE 	TITLE Library Director	DATE 6-4-25	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	



## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

### SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME ( <i>last, first, middle</i> )		DATE
Moon, Ousia		6/6/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Community Education Assistant	9EN	\$21.34 per hour

### SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.


In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

  
Temporary Appointment Applicant Signature

6/6/25  
Date Signed

Shawn Gurath  
Witness Name (Print)

  
Witness Signature

# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 4/25/2025		<b>2. Present Incumbent:</b> Ousia Moon		<b>Is incumbent underfilling position?</b>  YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>			
<b>5. Department:</b> Milwaukee Public Library			<b>Bureau:</b> <b>Division:</b> Public Services		<b>Unit:</b> <b>Section:</b>
<b>6. Work Location:</b> Remote/Field			<b>Telephone:</b> (414) 286-3000 <b>Email:</b> N/A		<b>Work Schedule:</b> Various given events, but between 8 AM - 8 PM / Days: Sun - Sat
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Temporary Community Education Assistant			<b>Pay Range</b> 9EN	<b>Job Code</b> 2201TP
	<b>Underfill Title (if applicable):</b>				
	<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>  <b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

The Temporary Community Education Assistant works within the One MKE Civic Engagement Program and community to increase awareness of available government programs and provides voter resources to residents across the City of Milwaukee. The Temporary Community Education Assistant instructs individuals and families in the community about available government programs, especially city services or city programs, helps them complete a screener for what they are eligible for, and provides follow-up on accessing these programs. Additionally, the Temporary Community Education Assistant provides residents with voting resources.

## 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☐ or **Underfill Title** ☐):

### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
70	<ul style="list-style-type: none"> <li>Actively engage with residents through attendance and information distribution at resource fairs, community events, churches, gathering spaces, and other outreach methods, connect individuals and families in the community to available government programs, especially city services or programs.</li> <li>Help residents complete a screener identifying what they are eligible for, and may provide follow-up on accessing these resources</li> <li>Serve as a nonpartisan voting resource, answering questions about how to register to vote, creating a voting plan, and requesting an absentee ballot,</li> <li>Assist Civic Engagement Services Manager with identifying additional outreach events such as information fairs, open houses or serving as a liaison at community partner events</li> </ul>
20	<b>Documentation</b> <ul style="list-style-type: none"> <li>Complete and use all One MKE program forms per program guidelines.</li> <li>Maintain data collection tool to document all community outreach events and presentations.</li> </ul>
5	<b>Community Meetings and Planning:</b> <ul style="list-style-type: none"> <li>Establish and garner community support for City programs and messages and promote services</li> <li>Serve as a liaison representing and supporting One MKE interests</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5%	Other duties as assigned, including responding to broad impact events.

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Civic Engagement Services Manager

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Assignments and requests are reviewed and approved by the Civic Engagement Services Manager. General supervision, review and approval provided by the Civic Engagement Services Manager.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

by assigning one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)**i. Education and Experience:**

One year of experience in one or more of the following areas: community outreach, education, election administration, or other work related to the above essential functions.

NOTE: Equivalent combination of education and experience may be considered.

**ii. Knowledge, Skills and Abilities**

1. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
2. Bilingual language skills in Spanish, Hmong or Russian is preferred.
3. Ability to read, write, and comprehend correspondence and memos
4. Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
5. Ability to carry out instructions furnished in written, oral, or diagram form.
6. Ability to deal with problems involving several concrete variables in standardized situations.
7. Interpersonal skills to work effectively and respectfully with diverse coworkers and community members of various cultural, educational, and economic backgrounds, ages, and literacy levels.
8. Ability to be prompt, reliable and maintain a good attendance record
9. Ability to exercise discretion, use good judgment, and maintain confidentiality
10. Creative problem-solving skills: effectively evaluates and makes decisions to resolve problems.
11. Ability to use computer software and manage electronic files

**iii. Certifications, Licenses, Registrations:**

Valid driver's license must be maintained throughout employment. Properly insured personal vehicle for use on the job is required.

**iv. Other Requirements:** Ability to work some evening and weekend hours.**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

- A. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

- B. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

- C. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**D. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc.

**Approximate Percentage of time performing field work:** 75%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**E. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

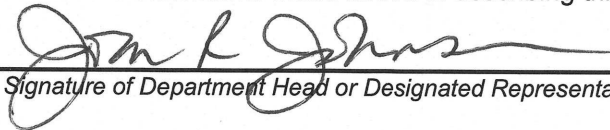
**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools ( <i>please list</i> ):	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

**F. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

*Position is funded by Cities Forward Grant*

**G. I believe that the statements made above in describing this job are complete and accurate.**

  
\_\_\_\_\_  
Signature of Department Head or Designated Representative

# OUSIA MOON, MSW (December 2024)

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## CORE COMPETENCIES

- Mental Health Counseling
- Oral and Written Communication
- Facilitation
- Planning and Coordination
- Bilingual in English and Spanish
- Grant Writing and Reporting
- Outreach, Scheduling, and Training
- Neurodiversity and Queer/Trans-Affirming

## WORK EXPERIENCE

### ***Nova Mental Health Services – Shorewood, WI***

THERAPIST, CLINICAL INTERN | 2023-2024

Assessed, engaged, and treated clients in-person and via telehealth, maintained clinical notes, and collaborated with interdisciplinary team to care for majority neurodivergent and queer/trans clients.

### ***UWM's School of Nursing – Milwaukee, WI***

GRADUATE RESEARCH ASSISTANT | 2023-present

Participated in interdisciplinary faculty-led research team conducting community-based participatory qualitative research about barriers to gender-affirming care. Facilitated focus groups, long-form interviews, and conducted data analysis.

### ***Zao Mke Church–Milwaukee, WI***

SOCIAL WORK INTERN | 2023

Facilitated therapeutic groups and Contemplative Writing workshops, coordinated programs, conducted community outreach.

### ***Spiral Roots Birthwork, LLC – Milwaukee, WI***

OWNER, CERTIFIED FULL-SPECTRUM DOULA | 2021-2024

Provided full-spectrum, inclusive reproductive care, education, and emotional support for clients during major life transitions.

### ***All-Options Talkline – Bloomington, IN (remote)***

PEER COUNSELOR, TRANSLATOR | 2020-2024

Provided trauma-informed counseling services for callers, participated in ongoing trainings and peer support, maintained call-logs for data management, recruited research subjects, translated materials from English to Spanish.

### ***Riverwest Co-op Grocery & Café - Milwaukee, WI***

VOLUNTEER & EVENTS COORDINATOR, STORE MANAGER | 2017-2019

Recruited, trained and coordinated all volunteers, directed committees, managed store, worked with Board of Directors, planned events, maintained volunteer databases, aided in conflict resolution, and fostered key community partnerships.

### ***Southern Wisconsin Interpretation and Translation Services - Delavan and Milwaukee, WI***

SPANISH INTERPRETER, INTERPRETER COACH | 2015-2017

Provided Interpretation services in Social Service, mental health, and medical settings, coached new interpreters, managed website, proofed translations, and ran email campaigns.

### ***Beloit College Liberal Arts in Practice Center – Beloit, WI***

CAMPUS AND COMMUNITY OUTREACH COORDINATOR | 2014-2015

Recruited student volunteers, maintained volunteer databases, collaborated with community partners, hosted service events.

## EDUCATION

### **University of Wisconsin-Milwaukee | 2022-2024 (in progress)**

Master of Social Work, Trauma-Informed Care Certificate

- Youth-Oriented Substance Abuse and Trauma Counseling (YOSAT-II) Fellow
- TIC Certificate: 15 credits of coursework and clinical field placement in principles and strategies of trauma-informed care
- Research Assistant with Faculty-led team over six semesters
- Coursework including Disability and Aging, Motivational Interviewing, CPT, SBIRT, Child and Adult Psychopathology, Program Evaluation, Trauma Counseling, Organizational Leadership, and Advanced Research Methodology

### **Beloit College | 2011-2015**

Bachelor of Arts in Spanish and Critical Identity Studies

Magna Cum Laude

- Winner of Weissberg Human Rights Grant | 2014 and 2015
- Liberal Arts in Practice Fellow | 2014
- Organized, secured funding, and led three groups of undergraduate volunteers with “No More Deaths” at the US-México Border | 2012, 2014, and 2015
- Provided Spanish<>English Interpretation, Edgewood College service-learning programs in México | 2012, 2014
- Winner of a documentary award about 2011 uprising at the WI capitol | 2011
- Coursework including Sociology, Political Science, Critical Race and Queer Theories, Latin American/Chicanx Literature, Culture, and History

### **Pontificia Universidad Católica de Valparaíso | 2017-2019**

Valparaíso, Chile, 2013-2014 (academic year)

- Coursework in Linguistics and Translation Studies, and Postcolonial Latin American Literature and History