

Open Door Health Services Job Description

Title: Dietitian
Department: Operation – WIC Program
Reporting Relationship: WIC Coordinator
Authority: Volunteers and Students
Classification: Non-Exempt/full time

General Summary of Duties:

This position serves as a Competent Professional Authority (CPA), and is responsible for developing and providing the Nutrition Education Program as well as nutrition counseling.

Typical Physical Demands:

Requires sitting for long periods of time. Working in office environment. Some bending, stooping, lifting and stretching required. Requires ability to work under stressful conditions. Requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopier, telephone and other office equipment. Ability to hear normal voice ranges.

Typical Working Environment: Work performed primarily in a normal office environment, but will occasionally be off-site in various types of settings. Will involve working evenings and occasional weekends. May require contact with individuals with communicable diseases and other conditions in the clinic setting.

Privacy Category: Functions in the Medical Level. Those areas included in the Privacy Category are listed under Specific Duties/Responsibilities.

Specific Duties/Responsibilities:

- Complete the WISE Application certification procedure and documentation, including measurement of height, weight, and hemoglobin.
- Will perform off-site certifications and screening of applicants for eligibility, issue checks, ID folders, and instructions on use of checks.
- Evaluate clients' nutritional status through dietary histories and consultations and makes recommendations in relation to nutritional needs, family income cultural food patterns, home facilities, and modifications in diet.
- Create a WIC food prescription on the WISE Application tailored to the participant's needs.
- Document assessments, evaluations, counseling, and referrals on appropriate forms and WISE Application.
- Provide educational programs for clients in the form of classes or demonstrations and maintains related plans, files and records.
- Participate in professional development opportunities and staff meetings.
- Provides nutritional consultation to other professional staff.

- Responsible for the breastfeeding promotion, education and support to WIC participants.
- Provide individual nutritional counseling to participants.
- Evaluate and procure nutrition education materials.
- Make referrals as needed.
- Serve as nutrition spokesperson for the agency.
- Perform all other duties as assigned.

Performance requirements (Knowledge, Skills, and Abilities):

- Knowledge of community resources and referral agencies.
- Skill in establishing and maintaining effective working relationships with clients, staff and the public at large.
- Skill of interviewing and communicating to elicit information and cooperation from clients.
- Knowledge of group dynamics.
- Ability to work with computer software programs, such as Word, Excel, Outlook, etc.
- Ability to interpret and communicate agency rules, regulations and procedures.
- Ability to adapt to changing environment.
- Ability to be flexible and prioritize work effectively.

Special Requirements:

- Possess understanding of individual's socioeconomic status and lifestyle with respect for individual differences.
- Able to function as a member of a multidisciplinary team.
- Ability to prioritize work assignments and departmental responsibilities.

Education: Registered Dietitian (R.D.) preferred
Registry-eligible required

Experience: Previous experience in a maternal and child health or public health setting preferred.