

## **Open Door Health Services Job Description**

**Title:** Dietitian  
**Department:** Operation – WIC Program  
**Reporting Relationship:** Site Supervisor  
**Authority:** Volunteers and Students  
**Classification:** Non-Exempt/full time or part 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 in an 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 ADP application, certification procedure and documentation, including measurement of height, weight and hemoglobin.
- Evaluate clients' nutritional status through dietary assessments and consults and makes recommendations in relation to nutritional needs, family income cultural food patterns, home facilities, and modifications in diet.
- Create and tailor a food prescription using the ADP application that is appropriate to the participant's needs.
- Issue and explain food benefits and explain the issuance period.
- Document assessments, evaluations, counseling, and referrals on the ADP application.
- Schedule appointments using the ADP scheduler based on parameters and instructions from the supervisor.
- Provide educational programs for clients in the form of classes or demonstrations and maintains related plans, files and records.
- Provide all pregnant and breastfeeding women with nutrition education opportunities that promote and support breastfeeding.
- Maintains documents (forms/letters) recommended by State WIC
- Make home visits on special case by case basis.

- Provide individual nutritional counseling to participants
- Evaluate and procure nutrition education materials.
- Make referrals as needed.
- Able to perform duties of clinic assistant as needed.
- Participate in in-service education, and staff meetings, and provide nutrition information to staff.
- Attend conferences and meetings needed or required by the position and participates in committees as requested.
- Serve as nutrition spokesperson for the agency to the degree delegated by the supervisor.
- 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.

The above job description has been explained to me and I understand the contents and responsibilities. I have received a copy of my job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 4/10/13  
1/15/16 LKC  
2/24/17 LKC