
Licensed/Registered Dietitian

Created 2-22

Department:	Health
Reports To:	Director

Position Summary

Under the supervision of the County Health Administrator/Health Officer, the licensed/registered dietitian is a non-exempt position under FLSA that is responsible for providing nutrition assessment and direct nutritional educational services to WIC participants. The licensed/registered dietitian is responsible for development and implementation of the WIC nutritional education plan. Work is performed with appropriate independence and in accordance with established department policies and procedures.

Essential Functions

- * Develop and interpret health department and nutrition policies, procedures and protocols.
- * Monitor compliance with WIC and health department policies and procedures.
- * Ensure all local policies and procedures are compliant with State Policy and Procedure Manual, and the terms of the WIC contract.
- * Provide positive publicity and the effective distribution of WIC outreach materials.
- * Assist the community in understanding the goals and objectives of the WIC Program.
- * Help disseminate through statistics and non-specific case histories, information that highlights the success of the WIC program in the community.
- * Develop and oversee caseload to insure that services are provided to the greatest number of eligible persons.
- * Conducts a needs assessment for the Nutrition Services Plan.
- * Assesses and addresses specialized dietary needs in high-risk clients.
- * Oversees the assessment of the productivity/cost effectiveness of nutrition services with input from other staff.
- * Oversees the compilation, analysis and reporting of health and nutrition data and documents outcomes.
- * Provides nutrition counseling to high-risk clients/families.
- * Provides breastfeeding promotion and support as appropriate.
- * Assures and coordinates the high risk client's nutrition care needs as identified by the family and health care team.
- * Prepares or approves nutrition education materials/aids, and lesson plans.
- * Plans, conducts and evaluates ongoing nutrition education efforts of the clinic.
- * Records outcome of high-risk visits with clients in KWIC record.
- * Implements nutrition protocols and monitors compliance with these standards by all CPA staff.
- * Implement and evaluate the Nutrition Services Plan.
- * Completes KWIC and other required training modules.
- * Makes appropriate community referrals.

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Licensed/Registered Dietitian Minimum Position Requirements

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Maintains current state of Kansas dietitian licensure. Registration with the Commission on Dietetic Registration encouraged. A current Kansas Driver's license and reliable transportation are required.

Skills: Excellent communication and interpersonal skills. The ability to gather, interpret and analyze records and data and present data in report form. The ability to operate a computer, calculator, and other related office equipment. Basic computer knowledge including Word, Excel, and Adobe Acrobat required. Basic principles of bookkeeping/accounting practices. Work independently and express self clearly in both written and oral form. Knowledgeable in the areas of infant care and parenting. The ability to present a warm concerned attitude toward clients. Knowledge of community resources.

Problem Solving: Problem solving is involved in this position. Problems include recognizing critical situations relating to potential child abuse. Problem solving also includes obtaining necessary information from clients and responding appropriately.

Decision Making: Decision making is a factor in this position. Decisions include determining when to refer patients to a physician, what educational programs to conduct.

Accountability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Supervision: Supervision is provided by the County Health Administrator/Health Officer.

Personal Relations: Maintains a positive professional work atmosphere by working cooperatively and communicating in a manner that supports a good working relationship with clients, co-workers, the community and collaborating agencies. Ability to maintain professional demeanor in challenging situations and adapt appropriately to deal with individuals or varied socioeconomic backgrounds. Work with people of differing lifestyles and cultural backgrounds.

Working Conditions: While most work is performed in an office environment, some exposure to communicable diseases may occur when assisting the public. Possible exposure to Bioterrorism conditions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move the equivalent of items over 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.