

REGISTERED DIETITIAN

DEFINITION

Under direction of the Manager, provides nutrition counseling, education and consulting services in the Women, Infants, and Children (WIC) Program, assesses nutritional needs and prepares individual care plans for all program participants, including those who are high risk; provides technical assistance and training to agency staff; provides outreach and educational presentations to the community.

DISTINGUISHING CHARACTERISTICS

This is a journey-level professional classification. Incumbents are expected to perform a full range of technical, administrative, and managerial duties under the direction of the Program Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. May provide leadership to staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Conducts comprehensive nutrition assessments and prepares individual care plans for low and high-risk program participants.

Assists in the development and maintenance of nutrition education policies and procedures.

Plans, develops, implements, and teaches classes on nutrition, infant feeding, breastfeeding education and support, and general nutrition.

Provides training to WIC employees in nutrition assessment and nutrition education plans.

Conducts nutrition education programs for individuals, families, and private and public agencies throughout the county.

Develops and/or revises nutrition education materials necessary for optimal client education.

Provides required documentation in a method approved by CDPH WIC.

Makes recommendations for the purchase or acquisition of nutrition education materials for client or staff education.

Provides educational materials and public presentations to private/public physicians, clinics, schools, or other groups regarding nutrition issues and WIC eligibility.

Acts as a liaison with community organizations to promote overall health and nutrition to meet public needs.

Assists in outreach to nutritionally at-risk clients and WIC eligible individuals in the community.

Participates in regional meetings and State committees as appropriate.

Assists in the development of specialized nutrition programs including providing, assessing and evaluating nutrition services.

Maintains knowledge of current practices in nutrition, dietetics, and lactation care; attends trainings and professional conferences to enhance job knowledge and skills.

Coordinates Public Health Division/WIC Program activities with other agencies as necessary to maximize effectiveness and to avoid duplication of effort.

Represents the department on various community boards and committees.

Audits program records for completeness and accuracy.

Performs various administrative duties as necessary, including preparing comprehensive reports and correspondence, monitoring supply orders, researching medical literature, etc.

Complies with all relevant laws and regulations regarding confidentiality.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State, County, Department, and Division, laws, regulations, policies and procedures;

Human nutrition and its relationship to health and disease;

Health and nutritional issues concerning pregnant or breastfeeding women, infants, and children;

Principles and techniques of nutrition counseling including menu planning and food preparations methods;

Local, State, and Federal programs that provide assistance to women, infants, and children;

Environmental, psycho/social and cultural issues encountered in a rural nutrition/health program;

Modern office practices, methods and computer equipment;

Record keeping principles and procedures;

Computer applications related to the work;

English usage, grammar, spelling, vocabulary and punctuation;

Concise business letter and report writing;

Educational methods and skill in training staff in the principles of nutrition and their application to various life stages;

Leadership concepts and principles;

Techniques for providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Learn and utilize the WIC WISE computer system.

Assist in developing and implementing effective health education programs;

Perform nutrition assessments, determine nutritional requirements and provide client counseling:

Develop and conduct community nutrition assessments and dietary studies, educational programs and materials and nutrition workshops;

Advise medical providers and others on proper nutrition and dietetic requirements;

Read and interpret complex materials pertaining to the responsibilities of the job;

Speak effectively in public;

Assemble and analyze information and prepare written reports and records in a clear, concise manner;

Review and implement programmatic guidelines established by State and Federal agencies;

Maintain accurate records;

React calmly and professionally in emergency, emotional and/or stressful situations;

Establish and maintain effective working relationships with those contacted in the course of the work;

Work independently and as a team member;

Operate modern office equipment including computer equipment and specialized software applications programs;

Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;

Use English to communicate effectively in person, over the telephone, video and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Experience:

A minimum of one (1) year of relevant experience within a community nutrition clinic setting is desirable.

Training:

Graduation from an accredited four-year college or university with a Bachelor's degree in nutrition sciences, community, clinical or public health nutrition or dietetics.

LICENSE OR CERTIFICATE

Requires a valid California driver's license.

Must possess and maintain certification as a Registered Dietitian issued by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

Certification as a Lactation Educator or International Board-Certified Lactation Consultant (IBCLC) is desired.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs. or less; occasionally 5 to 30 lbs., rarely up to 50 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision-making, concentration, and working alone; frequent public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.