

DATE: November 28, 2018

Job Title: Registered Dietitian
Department: WIC/Family Health Services
Reports To: WIC Program Manager
FLSA Status: Non-Exempt
Schedule: Full Time, M,T,Th,Fr 8-5, Wed 9-6
Wage range: \$ 21.00 to \$ 31.50 per hour, depending on number of years of transferable experience and internal equity.

SUMMARY Works within the WIC Program to provide nutrition assessment, education, planning, and consultation services. The target population is high risk WIC participants, providing nutrition care that meets the requirements of the WIC Program, Early Periodic Screening, Diagnosis and Testing (EPSDT) and Targeted Case Management (TCM) for pregnant women.

ESSENTIAL SKILLS AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Functions as a WIC Competent Professional Authority (CPA) to determine WIC eligibility through assessment and assignment of WIC Risk Factors, provides education on WIC's required core topics, and on assigned WIC Risk Factors, determines food prescriptions, and issues benefits, with appropriate and timely documentation. Refers program participants to providers, programs, services and community resources.
2. Provides nutrition services for high risk WIC participants that includes assessment, education, and monitoring.
3. Develops and updates nutrition care plans for high risk participants that addresses client goals, risk factors and meets multiple program requirements.
4. Coordinates care with other health care providers, through referral, consultation and follow-up.
5. Conducts, records and assesses anthropometric measurements following CDC and State WIC guidelines and protocols.
6. Obtains blood hemoglobin measurement by finger stick using Universal Precautions.
7. Keeps updated through continuing education on nutrition care for pediatric populations, including but not limited to infant and medical formulas.
8. Provides knowledgeable breastfeeding support for mothers and infants. (Training provided).
9. Identifies and utilizes alternate pathways and resources for providing nutrition services, such as Early Periodic Screening, Diagnosis, and Testing (EPSDT) and Targeted Case Management (TCM).
10. Assists in program development that connects WIC program services with other health care providers, including RiverStone Health Clinic, Public Health Services, as well as outside providers.
11. Presents in-service nutrition topics to WIC staff, and other RiverStone Health staff.
12. Writes occasional articles when requested related to current nutrition topics or WIC Program services.

13. Presents nutritional education programs to various civic and community groups as requested.
14. Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
15. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interagency operations and activities.
16. Displays flexibility and teamwork while performing tasks, with the goal of exemplary Customer Service. This may include covering for other WIC staff as needed, to maintain delivery of WIC services.
17. Participates in program quality improvement projects.
18. Assists in development and implementation of WIC outreach, nutrition education and breastfeeding education plans

COMPETENCIES AND SKILLS: Skill level and performance must align with the Core Competencies for Public Health Professionals, and reflect effective delivery of public health services in day-to-day tasks.

Analytical/Assessment Skills

1. Describes factors affecting the health of a community
2. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
3. Describes assets and resources that can be used for improving the health of a community
4. Contributes to assessments of community health status and factors influencing health in a community
5. Describes how evidence (e.g., data, findings reported in peer-reviewed literature) is used in decision making

Policy Development/Program Planning Skills

1. Contributes to development of program goals and objectives
2. Contributes to implementation of organizational strategic plan
3. Gathers information that can inform options for policies, programs, and services
4. Implements policies, programs, and services
5. Gathers information for evaluating policies, programs, and services
6. Applies strategies for continuous quality improvement

Communication Skills

1. Identifies the literacy of populations served
2. Communicates in writing and orally with linguistic and cultural proficiency
3. Conveys data and information to professionals and the public using a variety of approaches
4. Communicates information to influence behavior and improve health

Cultural Competency Skills

1. Describes the diversity of individuals and populations in a community

2. Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
3. Describes the value of a diverse public health workforce

Community Dimensions of Practice Skills

1. Recognizes relationships that are affecting health in a community
2. Suggests relationships that may be needed to improve health in a community
3. Supports relationships that improve health in a community
4. Provides input for developing, implementing, evaluating, and improving policies, programs, and services
5. Uses assets and resources to improve health in a community

Public Health Sciences Skills

1. Describes the scientific foundation of the field of public health/nursing
2. Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services
3. Retrieves evidence from print and electronic sources to support decision making

Financial Planning and Management Skills

1. Adheres to organizational policies and procedures
2. Uses evaluation results to improve program and organizational performance
3. Describes program performance standards and measures
4. Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills

1. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
2. Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
3. Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
4. Contributes to development of a vision for a healthy community
5. Participates in professional development opportunities

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

1. Four-year bachelor's degree or higher composed of courses approved by the American Academy of Nutrition and Dietetics (AAND) Commission on Accreditation for Dietetics Education (CADE) and,
2. Completion of a Commission on Dietetic Registration (CDR) accredited and supervised practice program or internship and,

3. Successfully pass the national exam administered by the CDR.
4. Continuing education to maintain registration through the American Academy of Nutrition and Dietetics/Commission on Dietetic Registration;
5. Completion of annual continuing education, testing, and training requirements as specified by the State of Montana WIC Program.

CERTIFICATES, LICENSES, REGISTRATIONS:

6. Licensed Nutritionist from the Montana State Board of Medical Examiners;
7. Valid Montana State Driver's License;
8. Lactation Specialist Certification preferred, but will be required with 2 years of employment.
9. Required to obtain emergency preparedness on the job training at a minimum of ICS 100, 200, and 700.

CUSTOMER SERVICE EXCELLENCE

10. Provides Customer Service Excellence to RiverStone Health's customers, including patients, clients, family members, visitors, medical staff, and co-workers.
11. Doing things right the first time;
12. Making people feel welcome;
13. Showing respect for each customer;
14. Anticipating customer needs and concerns;
15. Keeping customers informed;
16. Helping and going the extra mile;
17. Responding quickly;
18. Protecting privacy and confidentiality;
19. Demonstrating proper telephone etiquette;
20. Taking responsibility for handling complaints;
21. Being professional;
22. Taking ownership of your attitude toward Service Excellence.

SUPERVISORY RESPONSIBILITIES

None

Must enjoy working with a diverse patient population and bring a confident and caring commitment to work every day.