

REGISTERED DIETITIAN

Class Code: 527

Range: E/24

Definition: Under direction, to perform responsible duties in assessing and counseling program clients concerning their nutritional needs; to coordinate and conduct nutritional educational programs for staff and the community; and to ensure that Women, Infants and Children (WIC) and program standards are maintained.

Distinguishing Features: This is a professional journey level class. Incumbents perform a full range of complex analytical tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Employees in a professional journey level classification may be expected to provide supervision to subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position. Work is normally reviewed only upon completion and for overall results. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- ▼ Research nutritional program requirements of WIC; participate in the development and recommendation of program changes in compliance with codes.
- ▼ Develop and conduct community nutrition education programs; coordinate home certifications with community health nurses.
- ▼ Determine client eligibility under WIC through completion of risk criteria; collaborate with other nutrition programs and public health services to guide clients' return to stable or improved levels of health.
- ▼ Serve as program liaison to community; explain policies and procedures.
- ▼ Organize and provide in service orientation and nutritional education training for students, new staff and other health care professionals; inform and educate staff concerning policy and regulation modifications to ensure compliance.
- ▼ Review dietitian follow-up charts for accuracy and appropriateness; conduct WIC certifications and quality assurance reviews of charts with staff; identify methods to improve nutrition care delivery.
- ▼ Assess cultural nutritional norms; evaluate nutritional needs of clients.
- ▼ Consult with health care providers; develop nutrition care plans for high risk clients.
- ▼ Counsel clients concerning nutritional requirements; refer clients for follow-up care based on clinical findings.
- ▼ Oversee completion of nutrition education class outlines and files.
- ▼ Evaluate and develop educational nutrition materials.
- ▼ Prepare and maintain a variety of reports, records and files.
- ▼ Serve on committees as assigned.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- ▼ Coordinate scale calibration throughout department.
- ▼ Conduct anthropometric and hemoglobin assessments and daily quality assurance tests.
- ▼ Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A Bachelor's degree from an accredited college or university in dietetics, food service or nutrition. Two years of experience working in a related field.

Knowledge, Skills, and Abilities: Position requires knowledge of basic principles and practices of dietetics and nutrition; Women, Infants and Children regulations related to nutritional programs; general and local policies and procedures. Ability to use good judgment in developing appropriate nutritional interventions and in dealing with clients; develop and present training workshops and classes; prepare and maintain accurate statistical records, reports, files and charts; establish and maintain cooperative working relationships with those contacted in the course of work; use basic arithmetic to calculate weights and make clinical assessments; provide work direction to assigned staff; maintain the confidentiality of client information and records; prioritize work and meet established deadlines; safely use and operate a variety of assessment tools, equipment and office machines; and interpret and explain department policies and procedures.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements such as typing, filing, data entry and/or use of calculators, ten-key adding machines or other office equipment or supplies.

License or Certificate: Requires current registration by the American Dietetic Association as a Registered Dietitian. Current, appropriate Oregon driver's license and a good driving record.