



SUPERVISING REGISTERED DIETITIAN

DEFINITION: A Registered Dietitian is responsible for providing, developing, and/or coordinating nutritional assessments, plans, education, and counseling to individuals who receive county services, as well as providing training and guidance to employees providing nutrition services. Develops and oversees menus for various programs in accordance with regulatory and program-specific dietary guidelines. Provides supervision to assigned program staff. Functions under the direct supervision of the HHS Deputy Director of Public Health & Prevention or designee.

ESSENTIAL JOB DUTIES: The Registered Dietitian provides nutrition counseling services for the prevention and management of chronic diseases, nutrition education across the lifespan, and referrals to other community resources as needed. The Registered Dietitian maintains current knowledge of nutrition research and regulatory requirements, using the information to establish guidelines for nutritional assessments, as well as interpreting for professional and paraprofessional staff. Oversees development, implementation and evaluation of annual staff training plan, nutrition education classes and nutrition education materials for groups and individuals, as well as written nutrition education for targeted populations (e.g. newsletter and media articles).

The Registered Dietitian develops and implements regular monitoring of kitchen staff in designated programs, and ensures communication with appropriate managers regarding compliance strengths and weaknesses; participates in ongoing quality improvement.

The Registered Dietitian oversees the nutritional components of the WIC (Women Infant Children) program. Duties include nutrition assessments and subsequent education and counseling of pregnant, lactating, postpartum women, infants, and children from birth to five (5) years of age. The Registered Dietitian is responsible for development, implementation, and evaluation of the WIC Nutrition Services Plan, the WIC Quality Assurance Plan, and WIC Nutrition Assistant (WNA) training and certification. The Registered Dietitian provides supervision and oversight to staff assigned to the WIC program as WNAs. The Registered Dietitian is assigned as the WIC Breastfeeding Coordinator and may attend WIC Director conferences and meetings as needed.

Within the Aging Services Elderly Nutrition Program (ENP), the Registered Dietitian oversees the nutritional components of both the congregate and home delivered meal programs consistent with California Department

of Aging and Federal Regulations. Components include, but are not limited to review and approval of proposed menu plans to ensure compliance with the federal dietary guidelines for older Americans including substitute menu items; quarterly and annual kitchen inspections within the service area of Inyo and Mono counties, including annual monitoring of ENP program compliance; review and approval of all standardized recipes and substitute food items prior to implementation by the program; nutrition counseling for high risk older adults with nutritional risk factors; and review and approval of annual training plan, as well as provision of staff training as indicated.

The Registered Dietitian works closely with the Prevention Program Manager/Local Agency WIC Director, and lead managers from other divisions, including but not limited to, Public Health & Prevention, Aging and Social Services, and Behavioral Health to support nutrition education and program needs across the lifespan, including specialty populations; participates in community coalition efforts; may participate in grant writing and reporting, as well as support project evaluation requirements; and provides input and assists as needed in budget development.

KNOWLEDGE OF:

Must be knowledgeable in the areas of therapeutic and normal nutrition, as it relates to special populations (e.g. pregnant or lactating women; older adults; infants/children; individuals with chronic medical conditions). Knowledge and understanding of and sensitivity to area minority groups and their socio-economic backgrounds and cultures.

SKILLS:

Able to quickly build and maintain rapport with consumers and staff of differing backgrounds; act as a team player; be customer-service oriented; possess intermediate computer skills and be able to learn and understand program-specific computer database systems; familiarity with modern office practices and procedures including email; effectively interview and conduct group education and one-to-one education; use sound judgement and make appropriate, informed decisions; effectively organize work with limited supervision; be familiar with adult learning and general training techniques; pay attention to detail and exhibit excellent follow-through on work tasks; handle multiple tasks simultaneously

EMPLOYMENT STANDARDS:

Must be certified as a Registered Dietitian Nutritionist (RDN) through the Commission on Dietetic Registration (CDR).

Supervisory experience desired but not required. Prior experience working in a WIC program and/or one year of experience in providing education, counseling, and/or training in a healthcare or community setting is desirable. Bi-lingual English/Spanish language competency is desirable.

TYPICAL WORKING CONDITIONS: Most assigned work is normally performed in an office environment. Continuous contact with general public, departmental and County staff, management, individuals, and other outside organizations. Occasional travel within Inyo County and the State of California is required.

SPECIAL REQUIREMENTS: Must have physical ability to produce written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs. Must show proof of Rubella, Measles, and Hepatitis B immunizations; must possess a valid California driver's license; must pass County pre-employment background investigation and physical examination, including drug screen.