

United Indian Health Services, Inc.
Job Description

Review & Approval:
HR Review: 12/28/2006
GDC Recommended:
Personnel Committee Approval:

Job Title: Dietitian
UPN: SVP-01
SOC / DOT Code: 29-1031 / 359367014
Division: Community Services
Section: Nutrition Services
Location: Potawot Health Village, Arcata
Shift: Monday - Friday, 8:00 a.m. to 5:00 p.m.
Reports To: Maternal & Child Nutrition Health Supervisor
Grade/Step: 10-01 to 12-10
Salary Level: \$14.84 to 424.22 per hour, or \$30,867 to \$50,378 per year
FLSA Status: Exempt – Salaried
Initial Approval: November 15, 2001
Updated On: Changes 10/14/05, & 12/28/2006

SUMMARY

The Dietician is responsible for the medical nutrition therapy care of UIHS clients and working on efforts to prevent disease through nutrition education.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Interviews Clients to obtain information regarding diet, life style habits, culture, and physical activity.
- Formulates goals for diet/meal plans with clients tailored to their individual needs.
- Counsels clients to promote goals and evaluates progress with clients.
- Promotes health through nutrition for clients throughout the life span using a culturally sensitive approach.
- Provides nutrition education for the American Indian community and groups.
- Provides outreach to other community agencies or groups.
- Document contacts in the client health record.
- Attend department meetings and other assigned meetings.
- Adheres to accreditation and compliance standards/guidelines.
- Maintains a professional, organized, and clean working environment by following organizational policies, guidelines, and safety standards.
- Assists in development of departmental policy, procedures, and quality improvement activities.
- Other duties may be assigned

Level II (Dietician II) performs all of the Essential Duties And Responsibilities listed above, and assists with development of nutrition education material.

Level III (Dietician III) performs all of the Essential Duties And Responsibilities listed above, and Assists with the design and implementation of nutrition care plans for clients with diagnosed medical conditions.

SUPERVISORY RESPONSIBILITIES:

- *Level I* has no supervisory responsibilities.
- *Level II & III* supervises Nutrition Assistant(s) in the absence of Maternal and Child Nutrition Supervisor.

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/or EXPERIENCE:

- *Level I & II*: Bachelors Degree.
- *Level III*: Bachelor's Degree and in addition, must have advanced professional certification which permits nutrition therapy in specialized categories.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- *Level I* : Must obtain a Registered Dietitian certification within one year of hire.
- *Level II & III*: Must have Registered Dietitian certification.
- *All Levels*: Must possess a valid drivers license and be able to be covered by agency's insurance program; must provide proof of private vehicle insurance; must possess or be able to obtain CPR certification within six months of hire and maintain such.

PHYSICAL DEMANDS: 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature _____ Date _____

WORKING DRAFT