

**DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING**

Job Classification: Part Time Registered Dietitian
Rate of Pay: Starting: \$19.94/AFSCME Union Position
Base: TBD

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

General Summary

Under the supervision of the Community Health Director/Director of Nursing, develops and implements the nutrition education component of the WIC (Women's Infants Children) and Maternal Infant Health Program (MIHP).

Duties

- Provides expert nutritional services in the WIC Clinic and the MIHP. This may include providing occasional home visits.
- Conducts nutritional assessments and provides nutritional education services to participants of WIC and MIHP.
- Educates clients regarding their nutrition intake, selection and use of foods, taking into consideration cultural diversity, personal preferences, and finances.
- Promotes breastfeeding to pregnant women in the WIC and MIHP programs by providing information about the benefits of breastfeeding and refers to the breastfeeding specialist or peer counselors as needed.
- Teaches group education sessions if needed.
- Serves as nutrition resource expert for all staff members to keep them current with evidenced-based nutritional practices by sharing resource information. In addition, assists the public with problems or questions regarding nutrition.
- Assists with the preparation of reports, program metrics, and other data used for program monitoring and quality improvement.
- Documents and maintains all required records.
- May represent the department as a nutritional expert in the community or internally at meetings, committees, case conferences or other groups.
- Maintains HIPAA and confidential practices.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Experience

- Possession of a bachelor's degree with a major in Nutrition or Dietetics and one (1) year of professional experience as a Dietitian or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Registered as a Dietitian by the American Dietetics Association.
- Successful completion of CPR training and certification are conditions of continued employment.

Other Requirements

- Valid Michigan driver's license
- Reliable transportation
- Works in office conditions and must travel between the four offices.
- Must work as a team player and be flexible as assignments change within the department.
- The ability to complete initial and annual training pertaining to OSHA's Blood Borne Pathogen Standard, HIPAA, and all other mandatory and orientation requirements.
- Excellent phone etiquette and interpersonal skills.
- Proficient in Microsoft Office 365.

Applications are available at Health Department Offices. Submit application/resume to District Health Department No. 2, Attn: Dietitian, 630 Progress Street, West Branch, MI 48661 or you may e-mail your resume to vsherosky@dhd2.org. or go to www.dhd2.org to fill out an application on-line. This position is opened until filled.

District Health Department No. 2 is an Equal Opportunity Employer.