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| logo |  | Job Description |

*RiverStone Health is an equal opportunity employer and shall upon request provide reasonable accommodations to otherwise qualified individuals with disabilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position.*

**Working title**: Registered Dietitian **Position #(s)**:

**Classification title**: Registered Dietitian (29-1031)

**Division**: Public Health Service Provision **Program**: WIC

**Class category**: **UKG Project Code**:

**FLSA status**: Exempt: [ ]  Non-Exempt: [x]  **UKG Cost Category Code**:

**Reports to**: WIC Manager **Date revised**: August 2022

# RiverStone Health:

Since 1974, RiverStone Health has had a rich history of providing health services to our community, from our role as the Yellowstone City-County Health Department to seeing patients in our medical and dental clinics as part of a nationwide system of Federally Qualified Health Centers. At RiverStone Health we strive to build a personal connection with everyone we serve to provide optimal complete solutions, within our realm of expertise, to the variety of challenges faced by our patients, clients and customers.  In our medical and dental clinics, we provide care for 20,000 patients each year, more than half of whom are uninsured and rely on our sliding fee scale. In our medical and dental clinics, we serve all patients, regardless of their ability to pay.

# Division or Program Overview:

 Public Health Services – Health Provision Division

Job Summary:

WIC dietitian works within the guidelines of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) to provide nutrition assessment, education, planning, and consultation services. Will work with high risk pregnant women, infants, and children under age of 5 years to meet the requirements of the WIC program and influence positive outcomes for families.

Essential Functions/Major Duties and Responsibilities:

## Registered Dietitian Services

* Provide nutrition education, planning, and consultation services for patients/clients and groups.
* Assess nutritional needs, diet restrictions, and current health plans to develop and implement dietary-care plans and provide nutritional counseling within individuals’ socioeconomic framework.
* Develop and maintain trusting relationships with patients, clients and RiverStone Health staff.
* Gather applicable medical data and obtain blood sample for medical screening purposes.
* Evaluate laboratory tests in preparing nutrition recommendations.
* Guide clients and patients of the importance of physical activity and the role it plays in the overall success of a patient’s total health and wellness.
* Keep accurate and timely documentation records for clients and patients.
* Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life. Provide applicable resources with a confirmed understanding of the information.
* Advise and/or provide case management to patients and their families on nutritional principles, dietary plans, diet modifications, and food selection and preparation. Provide applicable resources with a confirmed understanding of the information.
* Incorporate patient cultural, ethnic, or religious preferences and needs in the development of nutrition plans.
* Determine resource needs and eligibility requirements to make referrals to providers, programs, services and other community resources.
* Serve as a patient advocate or liaison to other agencies and community organizations.
* Consult with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
* Record and evaluate patient and family health and food history, including symptoms, environmental toxic exposure, allergies, medication factors, and preventive health-care measures.
* Develop and maintain a resource library of providers, programs, services and community resources.
* Research, develop curriculum and prepare manuals, visual aids, course outlines, and other materials used in teaching and to stay current on latest technological trends.
* Attend meetings, conferences, workshops and training sessions, and review publications and audio-visual materials to become and remain current on principles, practices and new developments in nutrition.
* Work closely with other RiverStone Health staff and participate in team meetings to develop plans and ideas for nutritional service expansion, delivery and quality improvement initiatives.
* Keep immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

## WIC Registered Dietitian

* Determines WIC eligibility for program, provides education on WIC core topics, determines food prescriptions, and issues benefits with appropriate and timely documentation.
* Refers participants to RiverStone Health and community resources as needed
* Provides nutrition services to high risk WIC participants that includes assessment, education, and monitoring.
* Coordinates with other health care providers as needed
* Obtains weight, length, and hemoglobins as prescribed by program
* Keeps updated on nutrition for pediatric populations through continuing education
* Presents in-services on nutrition topics to WIC staff, community groups, and other RiverStone Health staff as needed
* Assists in development and implementation of WIC outreach, nutrition education, and breastfeeding education plans.
* Provides breastfeeding support to mothers and infants

Non-Essential Functions

* Perform other duties as assigned in support of RiverStone Health’s mission and goals.

# Education and Experience:

Minimum Qualifications

* Bachelor’s degree in health, nutrition or related field.
* Completion of a Commission on Dietetic Registration (CDR) accredited and supervised practice program or internship.
* Successfully pass the national exam administered by the CDR.
* Any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

## Preferred Qualifications:

* Experience working with underserved population
* Certified Lactation Counselor (CLC) certification – will be required in first 2 years of employment if not already certified

Required Certificates, Licenses, Registrations:

* Valid Montana State Driver’s License
* Current unencumbered Licensed Nutritionist from the Montana State Board of Medical Examiners.
* Continuing education to maintain registration through the Academy of Nutrition and Dietetics/Commission on Dietetic Registration.
* Completion of annual continuing education, testing, and training requirements as specified by the State of Montana WIC Program
* Emergency preparedness on the job training at a minimum of ICS 100, 200, and 700.

# Knowledge, Skills, and Abilities:

* Computer literacy, in Microsoft Office Suite.
* Ability to maintain a calm and positive demeanor during difficult client interactions.
* Ability to display non-judgmental and empathetic listening skills.
* High degree of detail-oriented skill level.
* Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality.
* Ability to work collaboratively and maintain a positive work environment.
* Ability to perform job duties with integrity and innovation to ensure completion and a high level of quality.
* Ability to understand and adhere to required administrative policies and procedures.
* Excellent communication skills to ensure efficiencies and quality customer service.

# Customer Service Excellence:

* Doing things right the first time
* Making people feel welcome
* Showing respect for each customer
* Anticipating customer needs and concerns
* Keeping customers informed
* Helping and going the extra mile
* Responding quickly
* Protecting privacy and confidentiality
* Demonstrating proper telephone etiquette
* Taking responsibility for handling complaints
* Being professional
* Taking ownership of your attitude toward Service Excellence.

# Supervision:

* None

# Physical Demands and Working Conditions:

* Work is mainly performed in a clinic setting or by phone.
* Extended periods of sitting is required. Standing, bending and lifting will be required at times.
* Extended periods of computer work
* Create and maintain a safe/secure working environment by adhering to safety, security, and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.

# Freedom to Act & Decision Making:

* Work is structured by public health regulations and established medical practices.
* Decisions directly affect the quality of services provided to the public.
* Considerable leeway is granted for the exercise of independent judgment and initiative in patient care.

# Communications & Networking:

* Daily written and verbal communication with patients, clients, RiverStone Health staff and other community resources.
* Work directly with other team members to provide quality customer service for patients and clients.

*Your signature below identifies you have read, understand and agree to perform the essential job duties and responsibilities on this position in a manner as described in this document.*

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Employee Signature Date

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Print Name

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Supervisor or HR Designee Date

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Print Name