

## Family Health Centers – Job Description

**JOB TITLE:** Registered Dietitian / Nutritionist

**\*\*WIC Program affiliated**

**DEPARTMENT:** WIC/Nursing Department

Revised Date: January 2022

**FLSA STATUS:** Exempt/Salary

**REPORT TO:** WIC Manager

### **PRIMARY ACCOUNTABILITY:**

The WIC Nutritionist/Registered Dietitian's primary job function is to be responsible for providing nutrition and breastfeeding education to FHC's WIC participants. Position also manages training of WIC staff in relevant nutrition topics, outreach to the community, and quality improvement for FHC's WIC program. Nutritionists/Registered Dietitians use their expertise in food, diet and nutrition to help WIC participants/FHC patients to achieve healthy goals.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **1. WIC (Women, Infant and Children) Nutrition Services**

- a. Provides initial WIC assessment for WIC participants and develops nutrition care plans with participant-centered goals and monitor participant progress towards those goals
- b. Provide medical nutrition therapy as per referral.
- c. Provide individual and group education in nutrition and health issues
- d. Coordinate participants' services and referrals with appropriate agencies.
- e. Participate in case plan reviews and interdisciplinary team meetings.
- f. Assess and address the needs of WIC participants through direct services which include issuing food benefits.
- g. Provides nutrition counseling to all high-risk participants;
- h. EPSDT nutritional assessments (Healthy Kids) for non-WIC patients when requested by FHC

#### **2. Collaboration with FHC Primary Care in Team Based Care**

- a. Participate in developing educational curriculum and training for Team Based Care visits
- b. Participation in development of nutritional practice plans in conjunction with PCPs
- c. Participation in Medical Provider meetings, Flow Meetings, periodic TBC case reviews and daily huddles as needed
- d. Work with Case Managers and Community Health Workers on community outreach and connection with FHC patients to nutritional services.
- e. Work with FHC Marketing team to develop print and social media marketing materials regarding nutrition
- f. Consult with OB

#### **3. Training**

- a. DOH and FHC Policy training modules based on your clinic role and job duties.
- b. Conduct monthly in-service training programs for paraprofessional staff.

#### **4. Outreach**

- a. The WIC program requires its nutritionist to have knowledge of community resources and local and federal WIC policies and procedures.
- b. Nutritionists attend special events, like community health fairs to raise public awareness about the program as well as health and nutrition issues.
- c. Conduct presentations on WIC nutrition programs to local agencies.

#### **5. Quality Improvement**

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- a. Complete the annual Nutrition Education Plan.
- b. Complete the annual Civil Rights training and other required WIC training.
- c. Develop and/or approve nutrition education materials.
- d. Participate in periodic review of records to evaluate compliance and standard of care.
- e. Promote and support Breastfeeding
- f. Complete quarterly time studies as required by WIC
- g. Participate in QIP Committee meetings as needed

### 6. Attendance

- a. Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
- b. Properly manages PTO hours
- c. Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

### GENERAL DEVELOPMENT

- 1) Requires more advanced organizational skills in order to organize projects and coordination of WIC services.
- 2) Job duties require the ability to work independently and as part of a team
- 3) Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances
- 4) Work requires consideration of the way the work affects other employees outside the department or functional area
- 5) Employees are expected to devise effective solutions to situations encountered based on the general goals and objectives of the function
- 6) This position exercises leadership of other WIC staff, but does not have actual supervisory authority
- 7) Duties require the compilation, interpretation and reporting of information

### PROFESSIONAL & TECHNICAL KNOWLEDGE

1. *Education:* Nutritionist -- Must have a Master's Degree in nutrition or public health nutrition from an accredited school **or** is a Registered Dietitian that is registered, or eligible for registration (is ready to take the RD exam or is waiting for the results of the exam), with the American Dietetic Association. If eligible for registration must complete the process within one year of the date of hire to maintain the position.
2. Knowledge of nutritional needs of pregnant, postpartum and breastfeeding women, infants and children under the age of five years.
3. *Licensure:* Current or eligible certification as Washington State Certified Dietitian. Current Washington State driver's license and access to a vehicle.
4. *Experience:* Prefer 1-2 years experience as a Dietitian/Nutritionist preferably serving the underserved population.

### TECHNICAL SKILLS

1. Fully functioning in use of the Washington State WIC Cascades Program
2. Ability to create, send and manage email.
3. Ability to use computer to create tables and displays of information
4. Fully functional in the use of computers.

### COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC's core values; the **Core Dimensions**
  - a) **Respect**—using manners and appropriate language; maintaining a person's dignity and confidentiality; giving credit where due; asking others for their input and feedback

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- b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
  - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
  - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans.
- 2) Ability to work with participants and staff with a variety of ethnic backgrounds including Native American and Hispanic; ability to counsel clients individually as well as conduct group education classes; commitment to serving those in need.
  - 3) Job duties require employee to provide excellent customer service to all internal and external customers
  - 4) Job duties require the employee to effectively communicate basic or non-technical information to co-workers and others.

### WORK ENVIRONMENT

Work is performed in an office environment within the FHC clinic and in the community at events as necessary; must be able to drive to other sites as required.

### TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely ( 1-12%)	Occasionally ( 13-33%)	Frequently ( 34-66%)	Regularly ( 67-100%)
Standing					x
Walking					x
Climbing		x			
Sitting				x	
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.			x		
Lift/Carry up to 30 lbs.			x		
Lift/Carry up to 50 lbs.			x		
Push/Pull up to 25 lbs. of exertion			x		
Push/Pull up to 50 lbs. of exertion			x		
Work below waist level			x		
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures		x			
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment			x		
Work at heights balancing			x		
Use/exposed to hazardous substances		x			

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a*

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*person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**Signature below acknowledges that I have received a copy of my job description.**

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*Employee Signature*

*Date*

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*Witness Signature*

*Date*