

REGISTERED DIETITIAN

County of Tulare

DEFINITION

The duties of a Registered Dietitian are to provide technical, educational, consultative, and operational services in nutrition and dietetics; conduct, plan, coordinate, and evaluate nutritional and breastfeeding services, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program, and other public health care programs.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the WIC Manager or higher-level departmental staff.

Responsibilities may include the direct supervision of professional, paraprofessional, and support staff.

DUTIES

Plan, assign, supervise and evaluate the work of professional and paraprofessional staff engaged in assessing and determining initial and continuing eligibility for nutrition programs in assigned clinics.

Plan, assign, supervise and evaluate the work of support staff.

Review quality and quantity of work performed by staff in assigned clinics, and develop, implement, and monitor plans to maintain and improve clinic performance.

Assume administrative duties and tasks to ensure the continuation of program operations.

Participate in strategic planning, development, and implementation of processes and workflows to maintain and improve program operations.

Engage in conferences, webinars, and other educational and professional events to promote professional growth.

Train and instruct staff on policies, procedures, and techniques.

Conduct group and individual conferences with staff to provide direction and interpret and explain rules, regulations, and policies.

Confer with and assist staff on more difficult eligibility evaluation/determination problems.

Promote nutrition and health for Tulare County residents through various programs and policies.

Plan, develop, implement, and evaluate the nutrition education and breastfeeding promotion and support programs for participants.

Participate in the development and implementation of policies, procedures, and standards to ensure compliance with State and Federal program regulations and funding accountability when assigned.

Assume an active role in promoting the nutrition aspects of programs, such as the Women, Infants, and 'Children's Program, Nutrition Education Obesity Prevention Program, and Senior Nutrition Program.

Oversee the training of nutrition education and breastfeeding counseling and support for the paraprofessional staff.

Conduct staff counseling and audits on statewide information systems to monitor compliance with program standards.

Collaborate in developing and implementing local agency policies, procedures, and standards to ensure compliance of State and Federal program regulations and funding accountability and evaluate program effectiveness.

Handle participant concerns as needed.

Facilitate frequent team and individual meetings, create meeting agendas, and deliver consistent communications to program para-professional and lead staff.

Collaborate with other supervisors, managers, and clinic lead workers to coordinate the activities of staff.

Correspond with CDPH/WIC Division as needed for troubleshooting, program policy.

Monitor WIC Card issuance and security.

Develop, implement, and evaluate training plans for para-professional staff.

Participate in the selection and promotion of professional, para-professional, and support staff.

Participate in staff development programs to increase or maintain technical competence.

Maintain clinic records and participant files, complete program enrollment records, and prepare reports, memos, and correspondence.

Develop, implement, and evaluate the nutrition education and breastfeeding promotion and education program for participants.

Interprets the special dietary needs and concerns of persons most susceptible to nutritional deficiencies.

Conducts and provides high-risk nutrition assessment, diet counseling, breastfeeding consultation, and case management, including providing referrals to individuals and families via telehealth, phone, or in-person appointments.

Manage and process therapeutic formula requests.

When necessary, assist the call center in receiving calls to meet business and program needs.

Make referrals to appropriate agencies/programs in the community.

Conduct and participate in studies, surveys, and projects as assigned.

Lead quality assurance activities, including but not limited to performance observations, phone monitoring, completing file audits to ensure the program meets program quality goals, and develop corrective action plans, as appropriate, for performance improvement.

Coach and counsel para-professional staff to develop professional goals to meet job performance expectations.

Participate in developing and evaluating the agency's Request for Proposal (RFP) process and grant applications concerning nutrition services.

Provide information relative to food and nutrition to medical providers, nursing homes, senior programs, school groups, and other programs/facilities.

Provide information on nutritional status, dietary patterns, and food needs of various population groups.

Develop educational materials and conduct educational programs on health and the dietary needs of various age and occupational groups.

Assist in monitoring providers and subcontracts for provisions of nutritional services.

Provide consultant services to other providers and health professionals.

Plan and participate in program outreach activities and programs.

Maintain and update the referral directory as appropriate and communicating necessary changes to the directory to para-professional staff.

Monitor food preparation site for compliance with the California Retail Food Code (CRFC) and the Division of Occupational Safety and Health (Cal/OSHA) standards.

Review and approve written staff training plans, material, menus, and activities for specified programs.

Interpret to professional and lay groups the unique nutrition needs of expectant mothers, disabled children, tuberculosis patients, and other special groups as needed.

Assume leadership in developing and coordinating nutrition activities in the community with voluntary health agencies such as the Cancer Association, Heart Association, and the Diabetes Association as needed.

Assist with duties and responsibilities of the Breastfeeding Coordinator, Nutrition Education Coordinator, Outreach Coordinator, Farmer's Marketing Nutrition Program Coordinator, and other roles as needed to continue program operations.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Nutrition and the relationship to health and disease.
- Techniques and practices of nutrition and breastfeeding.
- Food requirements based on various age and occupational groups, expectant mothers, and others with special dietary needs.

- Community health organizations and current social and economic problems about public health nutrition.
- Comparative costs of various foods in relation to their nutritional value.
- Education methods and techniques.
- Principles of supervision.
- Standard office practices, methods, equipment, and procedures.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Plan, schedule, and coordinate the site delivery of a nutrition program.
- Schedule work assignments, review and evaluate employee performance.
- Assist in the development of grant applications.
- Apply the methods and techniques used in nutrition investigations and dietary studies.
- Develop nutrition programs.
- Analyze menus and diets for nutritional adequacy.
- Conduct nutritional assessments; prepare care plans; educate and counsel individuals of all age groups on nutritional requirements, dietary needs, menu planning, preparation, and special needs.
- Interpret and apply regulatory program requirements.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and effectively in all forms of communication by using correct grammar, punctuation, and spelling.
- Prepare clear and concise reports.
- Organize work and maintain systematic, detailed, and accurate program and participant records.
- Provide training to staff, in other related programs, seniors, and volunteers on nutritional issues.
- Retain and recall information.
- Understand and follow oral and written instructions.
- Maintain productivity with frequent interruptions.
- Use patience, tact, and courtesy in dealing with people under various circumstances.
- Complete multiple priority projects with strict deadlines.
- Maintain confidentiality of patient/client information.

Education:

Mastersdegree in nutrition, dietetics, food, nutrition, or related area.

License or Certificate:

- Possession of a Registered Dietitian credential with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

[Dietitian II] Job Code: 015820, Res: 97-0027, Adopted 01/07/97, Revised: 9-2015

[Dietitian II] Job Code: 015820; Res: #18-0769, Approved: 09/11/2018

[Registered Dietitian] Job Code: 015820, Res: 2022-0270, Updated: 04/10/2022

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 07