

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

WIC Registered Dietitian/Nutritionist	
Supervisor: Nutrition Services Director	Subordinates: None
Classification: Manager II	Exempt Status: Hourly
Terms of Employment: Part time	

Job Goal: To provide individual counseling and case management for WIC participants who are at high nutritional risk; nutrition education quality control.

Essential Responsibilities:

1. High Risk Counseling
 - a. Assess nutritional status and special needs of women, infants and children from health records, dietary questionnaires and knowledge of community nutrition issues.
 - b. Provide counseling and develop care plans for women, infants and children who meet high risk criteria in protocol.
 - c. Work with participants and/or their caregivers to help them set their own goal for change using Motivational Interviewing technique.
 - d. Record proper SOAP documentation within participant's TWIST file.
 - e. Complete certifications on high risk participants as needed.
 - f. Approve completed Medical Documentation Forms as outlined in WIC policy.
 - g. Maintain confidentiality of all records
 - h. Make referrals to and coordinate care with health care providers and community agencies when appropriate.
 - i. Maintain professional standards with update training, as needed.
2. Breastfeeding
 - a. Ensure breastfeeding is promoted as the first choice for infant feeding
 - b. Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations.
 - c. Coordinate with community breastfeeding resources.
3. Nutrition Education
 - a. Coordinate nutrition services with other WIC Program operations.

- b. Provide technical assistance and consultation to other local agency staff, including chart reviews and development of care plans per certifier request.
- c. Share nutrition education resources and information with staff.
- d. Teach group nutrition education classes as needed.

General WIC Program

- a. Comply with all federal, state and local agency policies, procedures and regulations.
- b. Complete Oregon WIC Training Modules as required for position.

Qualifications:

1. A professional who meets one of the following qualifications: a Registered Dietitian (RD) with the Commission on Dietetic Registration (CDR); a B.S. or master's degree in nutrition or its equivalent; an Oregon Licensed Dietitian (LD); RD eligible also considered, but must pass RD exam within 6 months of employment. Two years experience in Community Nutrition working with Maternal Child Health is recommended, with WIC experience preferred.
2. Current physical examination and TB screen documentation upon hire.
3. Desire to work with children and their families.
4. Adequate means of transportation
5. Ability to establish relationship of trust and respect with staff, families and children.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.* Keep current and accurate records.
- 5.* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.

5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer