



An Equal Opportunity Employer

POSITION: Registered Dietitian/CDR

REPORTS TO: WIC Coordinator

SALARY: As per agency salary schedule **FLSA:** Non Exempt

JOB SUMMARY: The person in this position is responsible for program certification of eligible clients, assessment of individual nutrition data, nutrition education provided either one-to-one or in a group setting, and referral services for all program participants, as needed.

Essential Duties and Responsibilities:

1. Functions as the competent professional authority for determination of program eligibility and certification; following assessment of individual anthropometric, biochemical and dietary data, either certifies or denies participation in the program on the basis of nutritional risk.
2. As part of the certification process, conducts any or all of the following tests necessary for indicating nutritional risk:
 - A) Diet history
 - B) Measurement of length/height/weight
 - C) Health questionnaire
3. Coordinates and assures nutrition education to all participants, both on an individual and group basis; monitors all materials used in the program; documents education provided to clients into IWIN, and provides individual nutrition counseling.
4. Tailors the program food package to best meet individual dietary needs of the participant.
5. Attends and participates in the state WIC nutrition meetings and other conferences and trainings which serve to enhance training and skills.
6. Works with WIC staff in program development and planning.
7. Assumes primary responsibility for completion of yearly WIC Nutrition Education work plans and Action Plans, providing implementation and evaluation.

Other Duties and Responsibilities:

1. Assist with fuel purchasing and loading of agency vehicle.
2. Assist with clinic set-up.
3. Drive agency vehicle to and from scheduled clinics as requested.
4. Answer questions of programmatic / agency activities.

5. Assist in the responsibility for referral of WIC participants to other sources of health care as needed, including accurate documentation and follow-up of referrals made.
6. Other duties as assigned.

Knowledge, Skills and Abilities:

1. Bachelor's Degree in a nutrition related program, Dietitian licensed by the Iowa Board of Dietetic Examiners, with the exception that an individual who has qualified to sit for the licensing exam may act as a licensed dietitian until the next scheduled date for the exam. These individuals must successfully complete the licensing exam at the first opportunity to continue in the capacity of a dietitian.
2. Excellent oral and written communication skills.
3. Ability to work as a team member to meet programmatic goals.
4. Ability to travel with the service area.
5. Ability to perform medium heavy work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion for limited amounts of time.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and "other" duties are those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

My signature below indicates that I have received and reviewed the duties listed on my job description. I also understand that I should contact my supervisor if I have any questions or concerns regarding this job description.

Employee

Date

Print Name