

**Dietitian**

**GENERAL SUMMARY**

Under the guidance of a supervisor, the Registered Dietitian provides nutrition and dietary consultation for health department projects and programs. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work team and are responsible for ensuring that the team meets its objectives. Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Educates and advises clients on health and nutrition through the lifespan, including encouragement and support of breastfeeding and immunizations.
- Conducts office or home visits to determine the client's nutritional risk, which may include anthropometric and hematological data, health, diet, and breastfeeding history.
- Assess client needs for services, confirms all client certification criteria are met, and prescribes food package benefits with approvals as needed.
- Develops nutrition education plan based on client concerns and nutrition goals
- Develops nutrition care plans, evaluates and monitors need for special formulas, and supports Medical Nutrition Therapy already in place from medical provider
- Demonstrates knowledge of community resources and makes referrals to community agencies.
- Collaborates with community agencies to ensure coordination of care.
- Prepares, updates, and maintains a variety of records to ensure accuracy and completeness.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Complies with all job safety requirements, including OSHA standards and quality control requirements.
- Demonstrates appropriate communication skills in addressing co-workers, community members and partners, and clients.
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- Demonstrates dependable and reliable attendance patterns.
- Participates in trainings, drills, investigations, and team responses to public health emergencies and bioterrorism events.
- Participates in Community Health Outreach activities and events.
- All other duties as assigned or delegated.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Bachelor's Degree in Food or Nutrition or related field
- One to two years of experience as a dietitian or nutritionist providing community health, pediatric, and/or maternal/infant nutrition services in a hospital, clinic, or a health agency
- Master's in Public Health with emphasis in nutrition or a Master's degree in human nutrition may substitute for one year of experience

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Registered Dietitian under the State of Michigan
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

- This job is not part of a series.

### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- Regularly lifts/moves up to 50 pounds.

### ORGANIZATIONAL KEY COMPETENCIES

All Grand Traverse County Health Department employees are expected to provide professional preventative health services in a compassionate, efficient, progressive, comprehensive, and holistic manner. Additionally, all Grand Traverse County employees are expected to demonstrate a commitment to the following values:

- Serve with Integrity
- Be Innovative
- Be Accountable
- Engage the Team
- Provide Service
- Be Transparent

**COMPETENCIES** (minimum requirements) Position Specific Key Competencies for Public Health Professionals, also known as Core Competencies, as defined by the 10 Essential Public Health Services:

#### Analytical/Assessment Skills

- Describes factors affecting the health of the community
- Explains how community health assessments use information about health status, factors influencing health, assets, and resources
- Use quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of the community
- Describes how evidence (e.g., data, findings reported in peer-reviewed literature, evidenced based practices) is used in decision making
- Make evidenced-based decisions using data and other information
- Apply ethical principles on the use of data and information
- Advocate for the use of evidence
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

#### Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to implementation of organizational strategic plan
- Contributes to the development of program goals and objectives

- Identifies current trends affecting the health of the community
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Applies strategies for continuous quality improvement

#### **Communication Skills**

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information, social media literacy)
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Describes the roles of governmental public health, dietitians, health care, and other partners in improving the health of a community

#### **Cultural Competency Skills**

- Describes the concept of diversity as it applies to individuals, populations, and the community served
- Recognizes and addresses the diversity in individuals and populations when developing, implementing, and evaluating policies, programs, and services that affect the health of the community
- Describes the effects of policies, programs, and services on different populations in the community

#### **Community Dimensions of Practice Skills**

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes, suggests, and supports relationships that affect and are needed to support health in the community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- May collaborate in community-based participatory research

#### **Public Health Sciences Skills**

- Be able to describe prominent events in public health history
- Retrieves evidence from multiple sources to support decision making
- Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

#### **Financial Planning and Management Skills**

- Adheres to organizational policies and procedures

- Describes how teams achieve program performance standards and measures
- Motivates colleagues for the purpose of achieving program and organization goals

**Leadership and Systems Thinking Skills**

- Incorporates ethical standards of practice into all interactions
- Describes public health as part of a larger inter-related system of organizations work together or individually to impact the health of populations at local, national, and global levels
- Contributes to developing a vision for a healthy community (e.g., emphasis on prevention, health equity for all, excellence, and innovation)
- Advocates for the role of public health in population health
- Participates in professional development opportunities
- Describes ways to improve individual and program performance