



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

WIC REGISTERED DIETITIAN/NUTRITIONIST

Position Information:

Supervised by: Nutrition Services Director

Supervises: Does not supervise others

Salary: Manager II

Classification: Non-Exempt

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:

- High Risk Counseling
 - Assess nutritional status and special needs of women, infants and children from health records, dietary questionnaires and knowledge of community nutrition issues
 - Provide counseling and develop care plans for women, infants, and children who meet high risk criteria in protocol
 - Work with participants and/or their caregivers to help them set their own goal for change using Motivational Interviewing technique
 - Record proper SOAP documentation within participant's TWIST file
 - Complete certifications on high risk participants as needed
 - Approve completed Medical Documentation Forms as outlined in WIC policy
 - Maintain confidentiality of all records
 - Make referrals to and coordinate care with health care providers and community agencies when appropriate
 - Maintain professional standards with update training, as needed
- Breastfeeding
 - Ensure breastfeeding is promoted as the first choice for infant feeding
 - Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations
 - Coordinate with community breastfeeding resources
- Nutrition Education
 - Coordinate nutrition services with other WIC Program operations
 - Provide technical assistance and consultation to other local agency staff, including chart reviews and development of care plans per certifier request
 - Share nutrition education resources and information with staff
 - Teach group nutrition education classes as needed
- General WIC Program
 - Comply with all federal, state and local agency policies, procedures and regulations
 - Complete Oregon WIC Training Modules as required for position
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately

- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

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
- WIC experience (preferred)
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and file reports on time
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- 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

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer