

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE:** REGISTERED DIETITION NUTRITIONIST  
**DEPARTMENT:** PUBLIC HEALTH  
**SUPERVISOR:** DIABETES EDUCATION MANAGER  
**CLASSIFICATION:** EXEMPT-FULL TIME

### **POSITION SUMMARY:**

The Nutritionist will be responsible for planning, developing, and implementing nutritional care plans and education for healthy eating. In addition, RDN will perform care management for patient attending the Diabetes Prevention and the Diabetes Self-Management Classes. Services will be provided to perinatal women, children, youth and families.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs Diabetes Self-Management Education and Support (DSMES) for program participants, using the AADE7 framework, in a collaborative and ongoing manner.
- Collaboratively develops educational goals, learning objectives and plan for educational content and teaching methods with DSMES program participant
- Documents DSMES individualized plans on the Electronic records
- Performs Intensive Behavioral Therapy for obesity and Chronic Care Management for patients who need it.
- Educate and advise a wide range of patients on the practical ways in which they can improve their health by adopting healthier eating habits
- Provide nutritional services to prenatal and postpartum women, infants, children, teens and others with specialized food requirements.
- Translate the science of nutrition into everyday information about food; delivering group sessions to a variety of audiences, including women, children, families, and patient groups
- Explore and apply innovative methods and models of nutrition to create nutritional balance on the body as well as food addiction, abstinence and harm reduction
- Ability to communicate, teach and have good counseling skills
- Ability to prioritize, use good judgment, to work independently and be a team player
- Ability to write educational materials and reports
- Promote healthy food choices and disease prevention by increasing awareness of the link between nutrition and health
- Work as part of a multidisciplinary team to educate other healthcare professionals (doctors, nurses, etc.) about food and nutrition issues
- Write reports and case notes and maintain accurate records
- Provide food demonstration at community events
- Conduct nutritional outreach programs
- Conduct nutritional outreach programs and evening classes at the clinic and Rancheria
- Assist with food ordering and preparation for educational classes and events
- Other duties as assigned

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Valid certification as a Registered Dietitian
- One or more years of experience in community nutrition
- BA degree in nutritional sciences, community nutrition or a closely related field
- Experience in assessing nutritional needs of individuals or community groups, developing therapeutic diet plans, and teaching the effects of nutrition on health
- Certified Diabetes Education within 2 years of hiring
- Skilled in nutrition counseling within Native (Indian) Communities
- Computer skills

- Current CA driver's license

Experience with community partners in health education, data collection and reports

**All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 60% of time is spent working at a desk. Balance of time (approximately 40%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

**IMPORTANT DISCLAIMER NOTICE**

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

Board Approved 6/21/2018