

## REGISTERED DIETITIAN COORDINATOR

**GENERAL STATEMENT OF DUTIES:** Performs broad professional nutritionist functions, including responsibility for planning, organizing and performing related work; coordinates various health programs among health and social service agencies; develops related program activities; works independently under general supervision; performs related duties as required.

### **STATEMENT OF TASKS:**

Assists supervision in a variety of program-related functions such as but not limited to oversight, transfer of technical and programmatic information, monitoring of staff productivity and compliance with all policies and procedures, assuring compliance with program and department accreditation standards, and coordination of clinic staffing;

Conveys staff guidance and instruction on proper procedures, duties and responsibilities;

Assists supervision in the development and monitoring of grants, grant proposals, contracts, reports, policies and programs

Performs staff development, in-services and training, and assists staff in development of education materials;

Participates in evaluating nutrition trends and defines, assesses, and understands the nutrition health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of nutrition health services;

Coordinates nutrition health services among Genesee County Health Department, hospitals, physicians, other health professionals and social agencies;

Serves as a liaison for nutritional health services among community agencies;

Improves referral system and provides greater access to health services for persons in need;

Works to promote and maintain the health of individuals, families and the community through teaching, counseling and appropriate preventive measures;

Assists in evaluating nutrition health needs and participates in the planning and implementation of various public health programs;

Organizes and instructs volunteers or other community professionals;

Develops and coordinates implementation of special programs;

Provides routine direction to other employees;

Prepares reports and maintains records as required;

Collects appropriate data to perform quality assurance and evaluate programs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the basic principles, practices and techniques of human nutrition, particularly maternal and child nutrition and breastfeeding;

Knowledge of the principles and practice of public health nutrition;

Applies theory and scope of practice of dietitian to professional practice;

Knowledge of public health laws;

Ability to apply ethical principles;

Ability to identify, interpret, and implement public health laws, regulations, and policies related to specific programs;

Ability to communicate effectively both in writing and orally;

Ability to identify the role of cultural, social, and behavioral factors in determining the delivery of public health services;

Ability to develop and adapt approaches to problems that take into account cultural differences;

Utilizes leadership, team building, negotiation, and conflict resolution skills to build community partnerships;  
Extensive knowledge of food composition, normal and therapeutic nutrition and the implications for health and disease;  
Extensive understanding of health education and behavior modification techniques;  
Knowledge of the function of health and social agencies and their relationships to the public health program;  
Ability to follow organizational policies and procedures;  
Ability to attend work regularly and work under stressful conditions.  
Ability to provide direction and coordinate the activities of others;  
Ability to work effectively with officials of other agencies;  
Ability to operate various office software programs such as Microsoft Word, Excel, Outlook and MI-WIC.

**PHYSICAL REQUIREMENTS**

Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds;  
Works in office conditions and travels throughout the community to work in clinics, homes, hospitals, and other locations where services are delivered;

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree and Registered Dietitian (R.D.) with three (3) years experience in providing client education and counseling.

**SPECIAL REQUIREMENTS:**

Must have a current credential as a Registered Dietitian in good standing.  
Must possess a valid driver's license and have an insured vehicle to drive on county business.

  
Human Resources Director

Established June 13, 2013