



## Health and Nutrition Services

Alissa Holdson  
Executive Director

Ronald C Loos  
Board Chairperson

Diana Brook  
Health & Nutrition Director

### INTERNAL/EXTERNAL POSITION POSTING

**POSITION TITLE:** Registered Dietitian Nutritionist

**POSTING DATES:** April 3, 2024 through April 10, 2024 or until filled

**IMMEDIATE SUPERVISOR:** Health & Nutrition Program Director

**EMPLOYMENT STATUS:** Full time

**Distribution:**

Administration/Fiscal  
Head Start / Early Head Start  
State Road Programs

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4200 State Road, Ashtabula, OHIO 44004

WIC: (440) 998-7515 HMG: (440) 997-6015 FAX: (440) 998-0973

**This Agency is an equal provider of services and an equal employment opportunity provider.  
Civil Rights Act 1964 (CRA)**



## Health and Nutrition Services

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Executive Director

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Board Chairperson

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### JOB DESCRIPTION

**JOB TITLE:** Registered Dietitian Nutritionist

**IMMEDIATE SUPERVISOR:** Lead Health Professional

**POSITION SUPERVISES:** None

**EMPLOYMENT STATUS:** Full-time

#### **GENERAL RESPONSIBILITIES:**

Inspire and support lifelong healthy eating and activity choices for individuals and residents of Ashtabula County through nutrition education and counseling. Services are provided through the agency's community-based nutrition programs including WIC, Medical Nutrition Therapy, Farmers' Market, Senior Nutrition and Community Outreach & Education.

#### **SPECIFIC RESPONSIBILITIES:**

Perform physical assessments, collect and evaluate data necessary to determine eligibility and certify participation in the WIC program. Prescribe food packages and counsel participants regarding the use of nutritious foods in their diets.

Provide dietetic consults and services for Medical Nutrition Therapy, Senior Nutrition, Farmers' Market other agency programs and contracts as assigned.

Provide individual and group nutrition education including cooking classes and demonstrations.

Refer clients to and coordinate with other health care services and community resources.

Provide breastfeeding education and support to appropriate clientele. Promote breastfeeding as the preferred infant feeding choice to the community-at-large.

Develop outreach/educational information for mass distribution through social media, newsletters and other means.

Practice in accordance with ACCAA, WIC, and Senior Nutrition policies and procedures as well as in accordance with the Ohio Board of Dietetics Licensure Law.

Maintain professional relationships with other health care professionals and institutions including physicians and hospitals in the community.

Represent the agency on community coalitions, task forces and advisory committees related to nutrition, obesity prevention and physical activity as assigned.

Record and report data as required by state and agency procedures.

Participate in required agency/funding source meetings and trainings.

Assist with all clinic and office procedures as needed.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Must be a registered, licensed dietitian. Experience with breastfeeding education, medical nutrition therapy and senior nutrition preferred.

Must have dependable transportation, a valid driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening.

May sometimes be required to work a flexible schedule that could include evenings and weekends. Overnight travel may be required.

Must be proficient in utilizing computers and electronic/social media including YouTube, Facebook, blogs and digital imaging. Must have knowledge of or ability to use necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must work harmoniously with other staff; be courteous, neat, and organized.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.**

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Signature

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Date

Revised 4/2021

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