



Health and Nutrition Services

Judith Barris
Executive Director

Ronald C Loos
Board Chairperson

Diana Brook
Health & Nutrition Director

JOB DESCRIPTION

JOB TITLE	Lead Registered Dietitian Nutritionist
IMMEDIATE SUPERVISOR:	Health & Nutrition Services Director
POSITION SUPERVISES:	Health Professionals
EMPLOYMENT STATUS:	Full-time

GENERAL RESPONSIBILITIES:

Provides clinical supervision to dietitians in the WIC program. Monitors and supports the breastfeeding peer helpers. Provides nutrition education and participant centered counseling to the clients and programs of the Ashtabula County Community Action Agency.

SPECIFIC RESPONSIBILITIES:

1. Certify, counsel and prescribe food packages in accordance with WIC Policy and Procedures.
2. Supervise, plan, co-ordinate and direct dietetic staff to provide comprehensive nutrition and health assessment, nutrition counseling and breastfeeding support and health care referrals to WIC program participants.
3. Provides breastfeeding education and support to clients and staff. Promotes breastfeeding as the preferred infant feeding choice to the community-at-large.
4. Monitors breastfeeding rates.
5. Attends trainings for continuing education and provides information to other staff member about breastfeeding and breastfeeding support.
6. Participate in staffing decisions including hiring, training, performance evaluation, work load scheduling.
7. Assist division director in grant proposals including developing nutrition education plans and updating childhood obesity tool.
8. Collaborate with other supervisors in the division to ensure smooth clinic flow and excellent customer service
9. Record and report data as required by state and agency procedures.
10. Refer clients to and coordinate with other health care services and community resources.
11. Provide breastfeeding education and support to clients. Promote breastfeeding as the preferred infant feeding choice to the community-at-large.
12. Participate in required agency/funding source meetings and trainings.
13. Provide support, assistance and monitor compliance with WIC policies and procedures.
14. Maintain current knowledge of nutrition in the area of maternal and pediatric nutrition and WIC nutrition policies and procedures.
15. Monitor and assess the quality and appropriateness of nutritional services by conducting audits and reviewing and preparing statistical reports, implementing corrective actions and tracking results.
16. Conduct annual VENA evaluations.

17. Collaborate with community partners such as OSU extension, Help Me Grow and Head Start to meet the nutrition and health needs of the community.
18. Conduct and lead monthly health professional meeting.
19. Provide professional support and build relationships with other health care professionals and institutions including physicians and hospitals in the community.
20. Represent WIC on community coalitions, task forces and advisory committees related to nutrition, obesity prevention and physical activity.
21. Develop monthly newsletters.
22. Organize special events for National Nutrition Month, Farmers Market Nutrition Program and Ashtabula County Relay for Life.
23. Develop and evaluate lesson plans and supporting material for nutrition education classes.
24. Retain various clinic records to comply with state policy.
25. Advise and mentor dietetic students and interns.
26. Assist with all clinic and office procedures as needed.
27. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Registered, licensed dietitian. Experience with the WIC program preferred. Demonstrated ability to work with low-income individuals and groups. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Must be proficient in utilizing computers and electronic media including YouTube, Facebook, blogs and digital imaging. Must have knowledge of or ability to master 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 be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship.

Position requires the ability to bend, climb stairs and lift up to 50 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.

Signature

Date

