



Rural Alaska Community Action Program, Inc. JOB DESCRIPTION

Job Title:	Registered Dietitian	Class:	Nonexempt
Department:	Head Start	Range:	15
Division:	Child Development	Supervisor:	Head Start Services Manager

JOB SUMMARY: Under general direction, establishes and implements a child and family nutrition-based curriculum to support the Back to Basics and Gifts from the Tundra projects that promote healthy eating and physical activity in Head Start children and families. Collaborate with the Food Service Coordinator to assure that performance standards and Health/Nutrition policies and procedures are implemented consistently across the entire program. Provide ongoing nutrition training and technical support and assistance to staff, adhering to the goals and objectives of the project, as well as the regulations established by the Federal Head Start Program Performance Standards and related regulations, Child and Adult Care Food Program regulations, and policies and procedures developed by RurAL CAP Head Start.

This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Coordinate Back to Basics and Gifts from the Tundra projects, as appropriate, in the selected sites within the RurAL CAP Child Development Division programs.
2. Responsible for working with appropriate RurAL CAP, ANTHC, CANHRstaff and appropriate/approved community partners, to establish/develop and implement a child and family nutrition-based curriculum to support the Back to Basics and Gifts from the Tundra projects.
3. Responsible for culturally responsive nutrition education and related activities, awareness outreach and education, and collaboration for the success of the Back to Basics and Gifts from the Tundra Projects.
4. Establishes and maintains effective working relations with ANTHC Back to Basics project team, CANHR Gifts from the Tundra team and identified community partners.

5. Provides training on implementing the Back to Basics/Gifts from the Tundra curriculum to rural site staff.
6. Promotes healthy living, consumption of traditional foods diet, and provides family and community education for nutrition-based health concerns, family and early-childhood nutrition and other nutrition-related topics, as needed in Head Start communities.
7. Serves and acts as a resource to Head Start/EHS programs and Central Office, including all internal and external clients, assisting and connecting them with appropriate resources.
8. Works with ANTHC, CANHR and site staff to develop and distribute culturally responsive nutritional education tools, materials, and resources to families, communities and healthcare professionals, as appropriate.
9. Designs and instructs culturally responsive educational sessions and trainings for families, health care professionals, and community members.
10. Consults with parents of children with special dietary needs, as identified by the child's medical provider, providing parents with information and technical assistance in meeting their child's specific nutrition and/or feeding challenges.
11. In collaboration with appropriate departmental staff:
 - a. Evaluates, develops and implements birth to five food and nutrition services to support Back to Basics and Gifts from the Tundra Projects
 - b. Provides regular reports to Senior Management and, as requested, to Health Service Advisory Committee and Policy Council, and
 - c. Develops staff and parent training and materials that supports the goals of the Back to Basics project.
12. Performs regular review of and contribution to menus providing the Food Service Coordinator with information and strategies to enhance the quality and variety of foods served, including increasing the number of nutrient-dense traditional and non-traditional foods within the regular cycle menu.
13. Provides training and technical assistance to Food Service team on the integration of children's food preferences, sensitivities, diagnosed allergies, traditional foods and feeding challenges into the classroom and group socialization meals and menu plan.
14. Keeps all matters concerning children, families, and staff in strictest confidence.
15. Works with Food Services Coordinator to assure compliance with local and state health, food safety and sanitation standards.

OTHER RESPONSIBILITIES:

1. Participate in the Health Services Advisory Committee as appropriate, soliciting advice and advocating for effective quality services for children and families.
2. Participate in all appropriate training functions: developing and leading workshops, presenting at conferences, etc.
3. Perform other duties as assigned.

WORK ACTIVITIES:

1. Develops and maintains constructive and cooperative working relationships with organizations, agencies and families which support the goals of the Child Development Division programs.
2. Instructs, coaches, mentors, or otherwise helps others to improve their knowledge or skills.
3. Develops specific goals and plans to prioritize, organize, and accomplish work.
4. Performs day-to-day administrative tasks such as maintaining files and processing information and paperwork and uses computers and computer systems effectively to enter data, create spreadsheets and to develop documents, program and training materials and power-point presentations.
5. Communicates with supervisors, co-workers, site staff and people outside the organization, representing the organization to customers, the public, government, and other external sources in person, in writing, or by telephone or e-mail.
6. Analyzes and evaluates information to choose the best solution and solve problems; and to develop, design or create new ideas, systems, or products.

COMPETENCIES, SKILLS, AND ABILITIES:

1. Listens to, reads, and understands information and ideas presented, taking time to understand the points being made and asking questions as appropriate.
2. Capable of reading, understanding, and following written procedures and policies related to job responsibilities.
3. Possesses judgment and decision making abilities to evaluate the relative costs and benefits of potential actions and being able to choose the most appropriate one.
4. Ability to establish excellent rapport with people of diverse cultures and belief systems.
5. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Observes, receives, and otherwise obtains information from all relevant sources and translates or explains what that information means and how it can be used.
7. Communicates effectively orally and in writing as appropriate for the needs of a diverse audience, with the ability to select and use training/instructional methods and procedures appropriate for the situation.
8. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

WORK ENVIRONMENT/JOB CONDITIONS:

1. Develops and maintains constructive and cooperative working relationships with others.
2. Uses computers and computer program effectively to enter data, create spreadsheets and process information, and to develop documents, and program and training materials.
3. Develops specific goals and plans to prioritize, organize, and accomplish work.
4. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.

5. General office environment, shared office space.
6. Daily use of computer and phones.
7. Able to endure and balance work fluctuations, deadlines, and interruptions; must be able to work weekends, and long hours during occasional peak work periods.
8. Able to sleep on floor in communities where no other lodging is available.
9. Ability to carry out job responsibilities in rural areas without, or with limited, running water and sewer systems.
10. Requires networking, teamwork with other employees, and an ability to share information and speak in open forums and in front of groups.
11. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
12. Agency is a mandated tobacco, drug and alcohol free workplace.

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.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 35 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasional performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

Travel is primarily local during the business day. Frequent travel to and in rural Alaskan communities by small plane and alternate ground transportation.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

1. BA in related health field and Registered Dietitian credentials.
2. Experience planning and administering program services for children and families and assess the quality of services and develop program services.
3. Knowledge of 0 to 5 years of age growth and development.
4. Demonstrated effective oral and written communication skills including giving and receiving feedback on quality of services.

5. Knowledge of principles and processes for providing customer and personal services.
6. Knowledge of administrative and clerical procedures and systems such as managing files and records, designing forms, and other office procedures and terminology.
7. Intermediate level of computer skills necessary in order to use and create professional business documents and letters, spreadsheets, training materials, slide presentations, and to enter data into intricate database programs.
8. Effective organizational and time management skills to maintain daily work flow and meet project deadlines.
9. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
10. Must successfully complete Certified Food Protection Managers training certification at employer's expense.
11. Must be able to provide own transportation to meet work schedule requirements.
12. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.
13. Must complete and document 15 hours of professional development training annually.
14. Responsible work ethic with reliable attendance.
15. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
16. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
17. Must demonstrate sound judgment, professional boundaries, and ethics as well as maintain confidentiality in working with partner agencies, other service providers, and diverse staff.
18. Must be at least 18 years of age.
19. Must pass state and federal background checks, including fingerprints.
20. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.

PREFERRED EDUCATION AND EXPERIENCE:

1. MA in related health field and Registered Dietitian credentials.
 2. Knowledge and experience in rural Alaskan life styles with strong competence in multi-cultural environments.
 3. Demonstrated proficiency using MS Word, Excel, PowerPoint, Publisher and Outlook.
 4. Experience with Child Plus.
 5. Knowledge and experience with the Head Start program.
 6. Experience in providing adult training.
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EQUAL OPPORTUNITY STATEMENT (EEO)

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Employee’s signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. RurAL CAP is an “at-will employer.”

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Created By:

K. Ramstad

Approved By:

Department Manager: _____

Division Director: _____

Human Resources Director: _____

Chief Executive Officer: _____

FOR HR AND PAYROLL ONLY

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8869	Non-Exempt	399011	Prof	62