



JOB DESCRIPTION

*** SENSITIVE ***

Job Title: Community-Based Registered Dietician
Dept./Division: Health
Unit: Diabetes
Job Family/Class: Health Field Providers Series
Supervised By: Diabetes Program Manager
Employee Type: Salary
Pay Grade: Q

NATURE OF WORK:

The Registered Dietician will provide Medical Nutrition Therapy and Diabetes Case Management on an individual and group basis for Native Americans with a diagnosis of diabetes, pre-diabetes and those at risk for diabetes. Incumbent will provide education and consultation with health providers on nutrition counseling, care coordination, and care planning. Also, coordinate all nutrition components of the Diabetes Prevention Program curriculum under the direction of the Diabetes Program Manager.

ESSENTIAL FUNCTIONS:

- Instructs individuals as well as families and groups in nutritional principles, diet, food selection, and adapts teaching plans to individual life style and economic status of audience.
- Coordinates and standardizes diabetes curriculum for individual and group educational services.
- Develops teaching materials that incorporate appropriate lifestyle and cultural considerations.
- Develops, implements, and evaluates individual and group educational services to include diabetes awareness education for at-risk clients, diabetes survival skills, basic diabetes education, Diabetes Self-Management Education and lifestyle counseling for Pascua Yaqui communities and for tribal employees.
- Participates in screening programs, community wellness activities, and other tribal activities as required.
- Reviews food menus of tribal program such as the senior center, Head Start and PY group living homes.
- Provides nutritional services to other tribal programs, including but not limited to WIC, Head Start, Yoeme Kari House and Men's Path.
- Provides cooking demonstrations and classes for tribal community and tribal employees.
- Works with the Program Manager to complete reports, audits, evaluations and submissions to meet SDPI grant requirements. Assist with development of project goals, objectives, measurable outcomes, quality improvement projects, and work plans;
- Maintains up-to-date knowledge and skills through the review of relevant literature, attendance at appropriate meetings, and participation in professional organizations.
- Assures current knowledge and competency in diabetes of all staff involved in diabetes-related services by assisting in coordinating in-service continuing education.
- Serves on committees as needed to coordinate and promote diabetes program and services.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Environmental, metabolic, and genetic conditions, which are involved in the development of all types of Diabetes mellitus;
- Conditions leading to or arising from Diabetes such as metabolic syndrome, blindness, renal failure, cardiovascular disease and amputation;
- Diabetes risk factors and prevention strategies;
- Diabetes disease process, including complications, treatment, and IHS and ADA standards of care;
- Current national standards for diabetes management;
- Principles of behavior modification and health education;
- Documentation using the RPMS data system;
- Pascua Yaqui community resources and public health programs, functions, and services;
- Tribal culture and customs;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Assess the nutrition and education needs individuals especially those of at risk women, infants, children, and elders;
- Plan and provide education programming that meet community needs and fulfills federal regulatory requirements;
- Develop and identify nutrition education material for staff and other participants;
- Writing reports, evaluations, and documenting patient visits;
- Travel to meetings, seminars, workshops and job fairs on/off reservation;
- Establish and maintain effective working relationships with employees, other public agencies, and people in various settings;
- Social marketing and health education techniques;
- Communicating well in writing and in public speaking;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelors Degree in Nutrition and current Registered Dietician Certification.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.
- Registered Dietician Accreditation/Approval by the Commission on Accreditation/Approval for Dietetics Education of the American Dietetic Association.(ACEND)

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.

- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

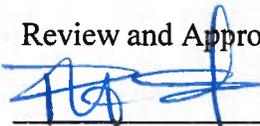
Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



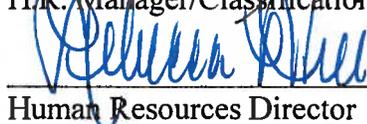
Department Head and/or Designer

11/7/13
Date



H.R. Manager/Classification & Compensation

11/12/13
Date



Human Resources Director

11/13/13
Date