



Job Description

Job Title: RCPC – WIC Registered Dietitian
Department: WIC
Reports to: WIC Manager
FLSA Status: Exempt / Full Time
Revision Date: July 30th, 2010

GENERAL POSITION SUMMARY

Under the direct supervision of the WIC Manager, the WIC RD's primary responsibility is to ensure the delivery of program services in compliance with State and RCPC's guidelines, policies and procedures. Responsibilities of this position include providing leadership to implement WIC quality measures through effective program Management. Provides and supervise services to clients applying and/or established as participants eligible to receive WIC benefits. Duties also include interviewing and assessing the nutritional status of the client(s) by which the eligibility status will be determined. Insures certification data, food package codes and non-contract formula approvals complete and in compliance with the State policies. The Clinical Supervisor will also provide individual and group training in nutrition education for the various stages of the life cycle and promote breastfeeding as the optimum way to feed a baby

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works in collaboration with the WIC Manager planning and implementing the nutrition components of the WIC Program to ensure quality nutrition services at WIC.
- Collaborate to develop and enforce nutrition procedure and policies.
- When necessary, assists the Manager in the leadership duties and training of the CPA and Lab Technician's clinical procedures
- Provides nutritional counseling services for High-Risk Clients
- Screens applicants for eligibility. This requires interviewing applicants to determine and verifying income for the household, and computing the information using electronic software for determination.
- Provides nutrition counseling and referral services for WIC clients
- Evaluates participant's nutrition status through dietary histories and consultation and makes recommendations in relation to nutritional needs
- Promotes breastfeeding in a positive manner to WIC clients and community partners and refers breastfeeding clients to the Breast Feeding Peer Counselor to provide education and support
- Provides WIC Food package tailored to the participant's needs
- Issues warrants after eligibility has been determined
- Schedules and maintains appointments in computerized database
- On occasion, may be asked to provide receptionist services. Including checking in clients, making appointments, keeping the clients data base updated, operating a multi-line phone system, warrant delivery procedure and general customer service and client communication with outstanding and friendly manners .
- May be required to act as a purchasing agent for the department, to monitor and maintain program supplies inventory, using RCPC's authorized methods.



- Completes client's WIC transfers of participation services.
- Knowledgeable and detailed operation of the Alaska WIC software for warrants preparation, distribution and record's maintenance; including entering and recording the correct and suitable food package for each client to produce appropriate WIC warrants.
- When required, completes health measurements on all applicants. This includes height, weight and blood samples. These measurements need to be completed following methods approved by the State of Alaska WIC program as ensured by the Clinical Supervisor.
- Provides clerical duties including the use of a copier, fax, computers and other office equipment, filing, and web based operations and light office housekeeping duties.
- Other Duties may be assigned.

Additional Duties

- Assist in agency functions when required.
- Participate in WIC and agency meetings.
- May be required to work in any of the RCPC WIC Locations including Remote Locations such as FT. Wainwright and Eielson AFB. Long distance travel may also be required for training purposes.
- Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Avid multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative
- Team oriented
- Maintain strict confidentiality
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Dependable
- Experience and/or desire to work in a non-profit environment and with families and children

MINIMUM EDUCATION/EXPERIENCE:

- Registered Dietitian
- Proven knowledge of Microsoft Office and Windows Systems
- Minimum one (1) year of office setting experience and reception.

ADDITIONAL EDUCATION/EXPERIENCE PREFERRED:

- Bachelor's Degree in behavioral sciences such as Sociology, Social Work, Human Services, Dietetics, Nutritional Science, Community Nutrition, Clinical Nutrition, and Public Health with emphasis in Nutrition.
- Two (2) Years of medical office experience including anthropometric measurements and capillary finger sticks on adults, infants and children.
- Bilingual



PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.
- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.