

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: WIC Registered Dietitian

EXEMPT: Yes
TARGET SALARY: \$25.57 to \$30.08/DOQ
PROGRAM: Clinic
REPORTS TO: Community Health Nurse

JOB CODE: 1-OL T2
SHIFT: Flex
**LOCATION: Wellness
Center**

SUMMARY: Provides nutritional education and food service assistance for the WIC program and satellite WIC clinic(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Plans, organizes, coordinates and participates in the development the WIC program and satellite Clinic(s), including prevention and education services, nutrition counseling and training.

Prescribe food packages and diet plans for participants based on their medical and nutritional needs according to WIC program policies.

Develops and implement a Breastfeeding Peer Counseling program for the WIC program.

Works with the Sophie Trettevick Indian Health Center (STIHC) staff in identifying unmet health needs, health problems, and deficiencies identified during client contact.

Determines WIC participant eligibility through nutritional, health, medical, income evaluation and assessments in accordance with program guidelines.

Develops and implements a plan for CHR (MCH) to complete education modules and become a WIC Certifier.

Develops and implements yearly Nutrition Services Management Plans per WIC policy/regulations.

Serves as WIC Connect Connector for the WIC program.

Assures the quality of nutrition classes conducted are adequate to fulfill the requirements for a second nutrition education contact.

Refers participants to the appropriate program, department or agency for assistance as needed.

Participates in the review, selection, maintenance of education materials for clients.

Document all participant information in chart and computer accurately.

Serves as High Risk Competent Professional Authority (CPA); completes High Risk Care Plans, ensures appropriate follow-up is provided, provides high risk care plan counseling and ensures it is documented according to WIC Policy.

Develops and implements a Breastfeeding Peer Counselor program to include recruiting and training counselors following the Peer Counselor Curriculum .

Monitors National Voter Registration Association guidelines and ensures all documents are submitted according to guidelines.

Conducts facilitated group discussions, cooking classes, etc. as requested.

Partners with STIHC programs with planning, preparation and implementation of events and educational programs as requested in order to improve the medical and mental health status of the community, tribe and STIHC, which will include WIC Clients. This may include advertisement, cooking, decorating, shopping, staffing, and event set-up and clean-up, etc.

Maintains cooperative relations with other community agencies and health care providers.

Maintains current knowledge of Health Services resource information available (local and otherwise) and assists patients to access these resources when needed.

Maintains weekly workload and activity reports and attends meetings as requested.

Attends WIC training(s) as required

SATELLITE WIC CLINICS

Coordinates the daily operations of the satellite WIC clinic(s).

Ensures WIC Reports are completed and forward to the appropriate office for satellite WIC Clinic(s).

Responsible for overseeing all Quality Assurance (Q&A) activities and reports for satellite WIC Clinic(s).

Participates in the review and on-going quality assurance of systems and procedures for providing WIC services and nutrition education contacts to satellite clinic(s).

Assures compliance with State WIC policies and procedures for satellite clinic(s).

Issues checks for WIC approved foods; provides for separation of duties at satellite clinic(s).

Act as a liaison to handle and resolve complaints for satellite WIC Clinic(s).

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

B.S., B.A., or M.S. in Nutritional Sciences, Community Nutrition, Dietetic, Public Health Nutrition, or Home Economics with at least 30 hours in nutritional including dietary therapy and/or clinical nutrition.

Minimum of six months related experience.

Minimum of two years of successful program management and supervisory experience.

Previous experience as a WIC Certifier preferred.

Previous experience as a WIC Dietician preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and be insurable as position requires driving a Tribal GSA vehicle to perform job duties. A driving history/background check will be conducted on the applicant.

Must have active and current registration with the State of Washington as a Registered Dietitian.

Must have and maintain First Aid/CPR certification.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships wity WIC Clients, staff, other tribal agencies, and the general public.

Must have the competency to teach individuals, families and groups.

Must have working competence in computer applications and be able to use major computer software, especially word process, spreadsheets, calendars, CIMS and other programs.

Knowledge of available community resources for referral or the ability to rapidly acquire such knowledge.

Ability to gain the cooperation of the clients.

Ability to maintain complete and accurate client records.

Knowledge and ability to provide counseling and nutritional health care to clients.

Ability to express one self clearly, other orally and in writing.

Ability to appropriately deal with others in an antagonistic situation.

Ability to perform work accurately and thoroughly.

Ability to attend and complete various educational classes and maintain such certifications/licenses requested; this may include HIPAA trainings, computer security training, etc. based on program requirements

Ability to maintain confidentiality of records and all client information.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002..

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: kathy.knaus@makah.com

OPEN: September 11, 2014
CLOED: September 24, 2014

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental,

physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.