



NVIH POSITION DESCRIPTION

REGISTERED DIETITIAN/CERTIFIED DIABETES EDUCATOR

REPORTS TO: Medical Director

SUPERVISES: None

POSITION SUMMARY: Under general direction of the Medical Director, the Registered Dietitian is responsible for the delivery of medical nutrition therapy, diabetes self-management support and patient education services to the three (3) county areas served by NVIH. This position will serve as part of the medical team to ensure that goals and objectives are set and achieved for a variety of nutrition and diabetes services to meet the needs of the clients served by NVIH. In conjunction with the Medical Director, the dietitian is responsible for assessing health care trends and needs of the target population; collaboration with departments (e.g. Medical, Dental) planning, developing, implementing and reviewing programs to enhance services. This position requires the ability to plan, organize, lead, communicate effectively, coordinate and carry out the functions of the position within a multi-faceted organization.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Provide general nutrition information and Medical Nutrition Therapy (MNT) to individuals and group settings for clinic patients, based on their health status, physician orders, community needs and cultural patterns. For those clinic patients diagnosed with diabetes or kidney disease, a referral from the physician is needed for Medicare MNT billing purposes.
2. Provide a variety of diabetes services: co-manage diabetic patients with primary care providers, create individualized insulin regimens, teach carbohydrate counting, instruct on the use of glucometers, basal and mealtime insulin, insulin pumps, etc.
3. Conduct individual and group nutrition education on a variety of topics, addressing the health needs of the community served by NVIH, Inc. both on site at the clinics or on site at the affiliated Rancherias.
4. Identify disease specific, nutrition related problems of the high risk target population, and provide specific nutrition education to facilitate the understanding of their disease so as to become familiar with self-care skills to improve their health status as related but not limited to Diabetes, Hypertension, Coronary Artery Disease, Obesity and Maternal Child Health.
5. Provide written Nutrition Assessments, which include identifying treatment goals and developing the individualized self-management training and goal setting and then provide nutrition therapy to treat the specific illness or condition. This information shall be documented in the patient's medical records. Coordinate and integrate nutrition and diabetes education and activities with related departments of NVIH, Inc.
6. Develop NVIH, Inc. patient oriented nutrition education activities and educational materials.

7. Conduct CQI activities of the nutrition and diabetes related programs/activities according to NVIH, Inc. guides.
8. Provide nutrition consultations and written guides to other NVIH, Inc. departments as requested.
9. Actively participate in the NVIH, Inc. Diabetes Program, and assist with the Special Diabetes Program for Indians (SDPI) goals and Best Practice activities.
10. Network with local community agencies who provide nutrition related education or activities in relation to the NVIH, Inc. target population.
11. Provide an Annual Career Development Plan with specific and measurable objectives for nutrition/health related education.
12. Other duties as assigned.

All who work for NVIH are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Bachelor of Science in Nutrition and Dietetics from an accredited program required, Masters in Nutritional Science preferred.
2. Current registration with the Academy of Nutrition and Dietetics, Commission of Dietetic Registration required.
3. Professional work experience in Community Nutrition and Medical Nutrition Therapy.
4. Certified Diabetes Educator (CDE) required or able to obtain one within a three (3) year timeframe.
5. Computer skills preferred.
6. Sensitivity to Native American culture and lifestyle.
7. Current CPR certification.
8. Valid California driver's license and personal liability auto insurance as required by California state law.
9. Able to travel for trainings.
10. Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, 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. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non-Exempt

DATE OF LAST REVISION: 8/2016

ASSIGNED SITE: Chico / Willows / Woodland

Signature

Date