



## Job Description

**Job Title:** Registered Dietitian (RD)  
**FLSA Classification:**  Exempt  
 Non- Exempt  
**Department:** Programs  
**Reports to:** Director of Clinical Services  
**Compensation:** \$26.00 - \$34.00 per hour

### Summary

The Registered Dietitian is the nutrition expert who independently applies the principles of medical nutrition interventions and therapeutic lifestyle changes to plan, develop and direct nutritional care activities of clients. Provides intervention recommendations and support. Works closely with clients to develop a plan of care; works with allied healthcare and other professionals to support coordination of care and support clients to address social and environmental factors.

### Essential Duties and Responsibilities

- Work closely with clients to evaluate present health management program and assist in formulating a plan for future wellness
- Perform in-depth nutrition assessments based on laboratory results, physician referral, medical history and patient's diet and lifestyle factors,
- Fulfill all clinical program reporting for ADA and AADE accreditation requirements
- Develop and monitor healthcare plans and documents in Electronic Medical Record, with attention to all Health Insurance Portability and Accountability Act (HIPAA) requirements, accuracy, and completeness of information that promotes excellent care coordination
- Communicate effectively with referring physicians, patients, and staff
- Support and/or train other staff members on topics related to effective medical nutrition therapy and medical management of diabetes
- Develop and maintain bilingual diabetes resource and program education materials that are comprehensive, current, and effective with a diverse patient population of monolingual and bilingual English and Spanish speakers
- Provide education related to diabetes and the disease process; medication, diet and nutritional monitoring; foot care, prevention and care of complications; blood glucose monitoring and the techniques of self-monitoring and injection in individualized and group diabetes education settings tailored to patients and their families and support person; Assists patients to set self-care goals to improve disease management, in accordance with guidelines provided by AADE (accrediting agency) and to monitor blood glucose for the purpose of medication control and adjustment for both insulin and noninsulin dependent diabetics
- Educate and refer patients to available health resources within the Diabetes Health Center and within community; through care coordination internally and with local health and human resource providers, assures that appropriate community services and resources are included in the care of the patient
- Provides diabetes information to peers, healthcare workers, students, and public in a variety of forums such as media, interviews, lectures, seminars, group classes, social media and written articles, as needed to promote diabetes education



- Use Motivational Interviewing or other client-centered approaches to assist clients to set self-care goals to improve disease management
- Assist in the development and revision of guidelines, procedures, and protocols related to patient care
- Both lead and support the development of new initiatives, services, and education materials, as needed
- Provide nutrition education to community groups through our Workplace Wellness program as requested
- Coordinate the implementation of grant-related programs to meet stated goals
- Prepare and maintain records and reports that facilitate quality improvement efforts, management to achieve efficiencies and cost-efficacy, and inform decision-making about resource allocation
- Coordinate community outreach education of services and prevention education
- Coordinate marketing material and review annually with team
- Market the DHC to Medical Providers and Medical Groups

#### **Other Duties**

- Provides diabetes information to peers, healthcare workers, students, and public in a variety of forums such as media, interviews, lectures, seminars, group classes, social media and written articles, as needed to promote diabetes education
- Establish and maintain strong relationships and collaborative efforts with healthcare and community agencies
- Establish goals for own professional development, seek educational opportunities to update relevant job-related knowledge and skills
- Attend and participate in assigned team and staff meetings and activities, including outreach activities and special events
- Other duties as assigned

#### **Supervisory Responsibilities**

- None

#### **Knowledge, Skills and Experience**

- Hold and maintain Registered Dietitian (RD) in California, including annual continuing education
- Possess excellent assessment, documentation, and leadership skills, and the ability to work within a team environment to ensure quality patient care
- Preferred bilingual (English and Spanish); ability to conduct education classes and sessions in both languages
- Good problem-solving skills, as well as ability to manage multiple deadline-driven projects simultaneously
- Excellent oral and written communication skills, including strong attention to detail
- Computer experience in Microsoft Office, Electronic Medical Records, and Calmed preferred
- Naturally friendly, punctual, professional self-starter who enjoys being part of a team

#### **Physical Demands and Use of Machines, Tools and Equipment**

- Seldom (1–5%): reach above shoulders, use your sense of smell to perform job duties



- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel; use copier, fax, and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers and lift up to 20 lbs; use computer
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs); use writing instruments, telephone

**Work Environment**

- Approximately 80% of the time performing job duties is spent indoors, within a standard office or clinic environment.
- Approximately 60 - 90% of the time is spent on the computer.
- Approximately 60%-90% of the time is spent interacting with patients and colleagues.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees.

**Travel Requirements**

This job requires occasional local travel (15%-25%)

**Acknowledgement**

This job description is designed to outline the essential job functions and qualifications of this position. It is in no way a contract of employment between the Community Health Trust and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Community Health Trust.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name - print

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

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Manager Name - print