



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Registered Dietitian**
Schedule: **Full-Time with Benefits**
Department: **City-County Health Department**

Salary: **\$19.48 – \$22.84 per hour DOE**
Closing Date: **Open Until Filled**
Family Health Services Division

Education/Experience/Training:

- Dietitian with Bachelors' Degree in Nutrition/Dietetics or higher.
- Registered Dietitian with the Academy of Nutrition and Dietetics and has a Nutritionist License in Montana.
- WIC experience is preferred but not required.

Certifications:

- Completion of supervised practice through the Commission on Accreditation.
- Valid Driver's License issued by the State of Montana.

POSITION DESCRIPTION: The Registered Dietitian is responsible for nutrition assessment and counseling, breastfeeding and nutrition education to high-risk individual participants and groups to promote and support breastfeeding, provide program outreach and make referrals to community services. This function includes: Conducting a complete nutrition assessment and determining nutritional eligibility of WIC clients, developing participant's nutrition care plan, providing and documenting participants centered nutrition education to high risk and other clients responsive to the needs/interests of the participants, providing and documenting appropriate follow up referrals to other health and social services agencies, especially those with additional nutrition or health concerns, tracking participant's progress, including goals set, to improve health and document outcomes, performing and recording weight, height and hemoglobin test results, ordering formula in a timely manner for high risk infants, working in close collaboration with medical providers and State Registered Dietitian, providing community outreach and promotions through media, documenting client information in M-Spirit computer data base, monitoring client files as needed to assure accurate documentation, performing general office duties and other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Follows specific criteria to determine nutritional eligibility of WIC clients, provides nutrition assessment, education, planning and consultation services for expectant mothers and families with children, assesses nutrition needs and provides nutrition education to develop and implements nutritional care plans for high risk WIC clients within the parameters of Montana WIC Program Policy and MCH programs, provides specialized formula for high risk infants, works collaboratively with medical providers and state staff concerning prescriptions, may be assigned to develop and implement a nutritional care plan for high-risk MCH clients who are not on WIC but who are receiving Medicaid targeted case management services, care will be limited to the same parameters/conditions included in the Montana WIC Program Policy, coordinates plans for services and nutrition interventions with nurses, medical providers and other professional workers concerned with the individual and /or family health services, works with families who may have mental health conditions or are unemployed or homeless by being culturally aware, competent and sensitive to individuals with various social and emotional histories is a must, conducts interviews in a sensitive manner while maintaining confidentiality, participates in and coordinate the planning, development and implementation of nutrition care plans for clients and their children, provides guidance and direction to influence positive behavior changes regarding nutrition in an effective and sensitive manner, collects and documents all data pertaining to the nutrition education visit into M-Spirit as required by the WIC State Plan, provides referrals to Better Beginnings, home visiting programs and other community resources as needed, completes and submits required time studies quarterly to the State WIC office, performs duties efficiently and effectively, follows agency and County policies and procedures, promotes optimum organizational dynamics by utilizing proper lines of authority, maintaining open vertical and horizontal lines of communication, working collaboratively with other team members, identifying problems with respect of client care issues or that impede program functioning and offering ideas/suggestions for problem resolution, maintains confidentiality of sensitive information, establishes and maintains productive working relationships with fellow employees, supervisors and the public, participates in ongoing position related training as required or requested, assists with program outreach activities as needed, reviews clinic nutrition education materials, as assigned, assists with WIC quality improvement activities, as assigned, assists with collecting program/client information for clinic reports, planning and evaluation, contributes in the Cascade County emergency response team in the event of a public health emergency.

Knowledge and understanding of: Infant, child and maternal nutrition, normal pregnancy conditions and breastfeeding, counseling techniques and community resources, recording weights, heights and hematocrits, WIC State Plan, M-Spirit, Microsoft Office, Outlook, Word, Excel, Internet and Health District Information System, Health Department safety policies and procedures.

Skills in: Maintaining a high level of computer knowledge and experience, effective communication, oral, in person or by telephone and written, accurate detailed record-keeping according to pre-established WIC and MCH guidelines.

Ability to: Proficiently operate a computer and a variety of office equipment to complete required job duties, provide nutrition education to participants in accord with the nutrition education plan and nutrition services standards, provide certain minimum health services to participants, including but not limited to referral to and follow-up of appropriate medical care, provide guidance and direction to participants in influencing positive behavior changes regarding nutrition without being judgmental, provide effective counselling and observation skills and ability to identify early warning signs or red flags, interact with the public or other employees in a professional, respectful and courteous manner, work collaboratively with supervisors, co-workers and other individuals and agencies, work independently and as a team member with minimal supervision, multi-task with good time management and organizational skills, adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events, meet challenges with resourcefulness through original thinking and creativity, adhere to a high degree of confidentiality and sensitivity towards the families involved and maintain confidentiality and compliance with HIPAA privacy and security rules, work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner, establish effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public, communicate in a professional and effective manner with others, both orally and in writing in both technical and non-technical terms, exercise sound judgment and decision-making skills within established policies and procedures, respond appropriately to an emergency or crisis situation, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, navigate M-Spirit and HDIS effectively and monitor client files as needed, observe work hours and demonstrate punctuality, meet established timelines and/or deadlines, operate a variety of office equipment, read and comprehend materials, analyze and compile information, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. This position is covered under MFPE contract.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER