

Position: Registered/Licensed Dietitian  
Department: Black Hawk Health Center, Nutrition/Special Diabetes Program  
Supervisor: Medical Director  
Supervises: No one  
FLSA Status: Exempt

### **Position Summary:**

The incumbent is under the general direction of the Medical Director. In this position the Dietitian develops and implements nutrition education services and programs for individuals, families and groups serviced by the Black Hawk Health Center. These programs are to improve the general level of health, prevent potential health problems, and to provide clinical nutritional services for patients with existing medical conditions. The incumbent serves on the Diabetes Care Committee.

### **Duties and Responsibilities:**

- Stress the relationship between proper nutrition and the preventative, therapeutic and rehabilitative aspects of care while maintaining a special sensitivity in regards to cultural needs.
- Provides individual and/or group medical nutrition therapy counseling to patients and/or family members, monitors response to counseling, then continues counseling until a predetermined level of knowledge, practice or progress is achieved.
- Provides training when necessary to individuals and health professionals in current nutrition practices.
- Participates in and/or organizes screening and other informational activities at events such as health fairs, nutrition fairs, diabetic retreats, etc.
- Responsible for helping the Special Projects Manager with the nutritional aspects of wellness/diabetes camps for both adults and children.
- Audits patient health records periodically to ascertain additional- needs for nutritional counseling; maintains, reviews and audits activity data, nutrition services files and entries in medical records; conducts program reviews to identify strengths, deficiencies and unmet nutritional needs to enable corrective actions.
- Integrates nutrition education into health center programs and services.
- Develops program policies and procedures to meet specific program requirements; provides guidelines and standards as a basis for monitoring and evaluation nutrition services for quality assurance and monitors the nutrition program to ensure that is complies with the standards of the American Dietetic Association, American Diabetes Association, Oklahoma Dietetic Association and other professional standards.
- Maintains familiarity with changes in health care and Indian Health Care Services policies that impact on the delivery of nutritional services. Keeps informed on new developments in dietetics and maintains registration by professional reading as well as attending professional continuing education.
- Attends the Oklahoma Tribal Dietitian's Meetings quarterly.
- Incumbent must be willing to work towards gaining the credentials of a CDE (Certified Diabetes Educator) if not already CDE certified.
- Participate as a member of the health care team to include the Diabetes Care Committee and

- works cooperatively with other related community services
- Maintains confidentiality of all patient records.
- Perform other duties as assigned or delegated by the Medical Director or the Health Director.

**Knowledge, Skills, and Abilities:**

- Incumbent must be knowledgeable of the various nutritional protocols for treatment of Type 1 and 2 Diabetes Mellitus, Hyperlipidemia, Obesity, High Blood Pressure, etc.
- Incumbent must be able to write individualized menus for patients that are sensitive to values and culture of Native Americans. Incumbent must possess skills in public speaking
- Must be able to write concise, easy to understand educational materials. Incumbent must be knowledgeable of food preparation and food sanitation requirements.

**Physical Demand:**

- Work is mostly sedentary with some walking, standing, bending and carrying light items such as educational materials and files. No special physical demands are required to perform work.

**Education and Experience:**

- Bachelor's or Master's degree in the field of dietetics/nutrition, including food preparation and service from American Dietetic Association approved internship and be a Registered/Licensed Dietitian or registry eligible.
- Must successfully pass an OSBI/National Background check.

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Employee's Signature

Date

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Supervisor's Signature

Date