

**POSITION:** Registered Dietitian  
**OFFICE/DEPARTMENT:** Health and Human Services  
**REPORTS TO:** Department Director  
**UNION STATUS:** Represented by Local 367-C  
**SALARY GRADE:** 13  
**DATE LAST REVISED:** September 13, 2011

### **1.0 PRIMARY FUNCTION AND PURPOSE**

Provides a variety of professional, client-centered nutrition services through counseling, education, case coordination, consultation, planning and evaluation to individual clients, small groups and the community. Provides individual and group health promotion and disease prevention activities related to nutrition in a variety of settings including clinic, home and other community sites such as schools, food banks, etc.

### **2.0 ORGANIZATIONAL RELATIONSHIPS**

#### **2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the general supervision of the Director and Deputy Director.

#### **2.2 Supervision Exercised**

None.

### **3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **3.1 General Duties**

Provides in-depth nutrition assessments and appropriate counseling for individuals and families in various programs such as WIC and First Steps.

Develops, implements and evaluates nutrition education plans. Evaluates outcome.

Develops nutrition care plans, and documents nutrition counseling, interventions, referrals, and follow up of clients per program protocols.

Maintains confidential client records and prepares statistical and other required reports applicable to assigned program(s).

Develops and conducts group nutrition education activities for staff, clients, and/or community groups. Develop and/or complete program evaluation, and all related reporting.

Assist with program development; grant writing, etc for nutrition and health improvement programs and initiatives.

Attend educational trainings/conferences as required or requested

Represents the Health & Human Services Department on community health-related committees and boards, reports on group's activities and advises the group on nutrition related issues.

Participates in Health & Human Services Department planning and evaluation through participation in team, program, and staff meetings and periodic reviews. Participates in quality assurance activities such as developing standards, performing chart audits and peer reviews. Makes recommendations to update policies, procedures and records as requested.

Provides outreach and linkage to health and social service programs for the Medicaid-eligible population.

#### **4.0 PERIPHERAL DUTIES**

Other related duties as assigned.

#### **5.0 EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Nutrition and to be a Registered and Certified Dietitian in Washington State.

Must possess a valid Washington State driver's license and pass a driving record abstract that meets County standards; pass a criminal background check; assume responsibility for continuing education through workshop attendance, journal review, use of consultants, and participation in professional associations to insure adherence to current, safe and legal practices.

#### **6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

##### **Requires Considerable knowledge of:**

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description;

Nutritional requirements during pregnancy, breastfeeding, infancy, childhood, and adulthood.

Physiology, nutrition related chemistry, human dietary needs and bacteriology

Symptoms and results of dietary deficiencies, diet planning and therapeutic regimes

Principles of client centered counseling and referrals

Safety precautions, practices and procedures applicable to area of assignment.

**Requires Working knowledge of** English grammar and composition, spelling and arithmetic.

**Must possess** basic computer skills.

**Requires the ability to** communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed; communicate comfortably and sensitively with clients and professionals regarding nutrition, diet, weight, etc; satisfactorily perform each of the essential duties and responsibilities identified in Section 3; use tact, discretion and courtesy to gain the cooperation of others and establish and maintain effective working relationships and rapport with co-workers, volunteers, other departments, representatives of other agencies and businesses and diverse members of the public; fulfill the commitment of the County to provide outstanding and effective public, inter- and intra- departmental service; maintain accurate records; be attentive to detail when making decisions; consistently follow written and oral instructions, policies, procedures and legal guidelines; read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, principles, legal requirements and regulations pertinent to area of assignment; organize, prioritize and coordinate work assignments; work effectively in a multi-task environment; take appropriate initiative; apply good judgment and logical thinking to obtain potential solutions to problems; and make reasoned decisions within the scope of knowledge and authority or refer to the appropriate information source; initiate, compile, compose and/or edit correspondence, records and reports relevant to area of assignment and assure all pertinent information from appropriate sources is included; proficiently use and maintain equipment and supplies standard to the area of assignment; work independently or cooperatively as a member of a multi-disciplinary team; maintain confidentiality; and use appropriate safety equipment and follow established work safety policies, practices and procedures.

## 7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

## 8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

**Physical Requirements:** 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 in a clinic setting and other areas throughout the community.

While performing the duties of this job, the employee is frequently required to stand for extended periods of time and move quickly. Employee sits, stands, climbs stairs and walks in providing service to clients. May lift and carry supplies, equipment and/or children weighing up to 50 pounds. May be required to run or move quickly in case of an emergency. May be exposed to a variety of environmental or chemical allergens. Wears gloves, safety glasses and/or other personal body protection as required to meet universal health precaution requirements.

**Work Environment:** The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job in a medical clinic setting and other locations throughout the community.

The noise level in all work environments will vary from low to moderately noisy.

**Standard equipment** used in this position includes, but is not limited to, personal computer, infant and adult scales, measure board, health education display and food prep/demonstration equipment.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

## 9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job-related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2011 - 022

A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS.

WHEREAS, various provisions in Chapters 36.16 and 36.17, RCW, and RCW's 36.32.390 and 36.32.400 authorize this Board to set the salaries and to provide appropriate benefit plans and payments for the officers and employees of the County of Pacific; and

WHEREAS, this Board has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for all employees of the County of Pacific that needs to be regularly reviewed and periodically modified; and

WHEREAS, the 367C Labor/Management Committee intends to act at its meeting of September 14, 2011 to recommend the Board of Pacific County Commissioners accept the attached job description for the represented Salary Grade position of Registered Dietician; and

WHEREAS, said policy requires formal resolution of this Board for certain forms of compensation and benefits; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the represented Salary Grade 13 – Registered Dietician (Health & Human Services Department) position description is hereby approved and classified this date, subject to 367C Labor/Management Committee meeting of September 14, 2011; and

BE IT STILL FURTHER RESOLVED that this resolution is deemed to have become effective the 13<sup>th</sup> day of September, 2011, and replaces the relevant sections of Resolutions which conflict herewith.

PASSED by the Board of Pacific County Commissioners the 13<sup>th</sup> day of September, 2011, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage

13 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

APPROVED AS TO FORM:

David J. Burke

Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

Norman B. Cuffel

Norman B. Cuffel, Chairman

Jon Kaino

Jon Kaino, Commissioner

Lisa Ayers

Lisa Ayers, Commissioner

ATTEST:

Marie Guernsey  
Clerk of the Board  
Deputy