

LEAVENWORTH COUNTY JOB OPENING

VACANCY #19-1-1

{Please reference this number on the job application.}

Posted 1-24-2019

POSITION: Registered Dietitian

DEPARTMENT: Leavenworth County Health Department, Leavenworth, Kansas

SALARY: \$20.56/hour (Full Time – benefits eligible)

Leavenworth County Employees Only: May apply at the Human Resources Department, 1st Floor Room 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.org or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.org under *Information>Employment Opportunities> Leavenworth County Application*.

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Registered Dietitian

DEPARTMENT: Health Department, Leavenworth County, Kansas

SALARY: Level 16 \$20.56/hourly, Benefits eligible

EXEMPT / NON-EXEMPT: Non-Exempt

PERCENTAGE OF TIME

70%

15%

15%

ACCOUNTABILITIES

Provides nutrition education services to WIC participants

Assists with yearly Nutrition Service Plan

General Office Duties; Answering phones, make appointments, maintain office supplies, maintain records, ordering.

SCOPE

Serves as the Dietitian for Women, Infants, and Children (WIC) under the general supervision of the WIC Coordinator. Work is performed in accordance with established WIC procedures and guidelines. Provide nutritional assessment and develops nutrition education plan for WIC clients.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

- Knowledge of nutrition principles for pregnancy, breastfeeding, infants and children.
- Knowledge of cultural diversity among groups of clients.
- Knowledge of effective communication and counseling skills.
- Knowledge of customer service.
- Basic computer skills.

HUMAN RELATIONS

Works with local and state agencies to enhance the quality of life for residents of Leavenworth County. Provides professional service with integrity and respect.

ILLUSTRATIVE TASKS (This is not an inclusive list; other tasks/duties may be assigned.)

- Completes certification process using KWIC computer program.
- Provide nutrition education under the guidance of WIC Coordinator.
- Maintain caseload and provides reference and referrals to other human service agencies.
- Assists with yearly nutrition service plan.
- Assists with updates to the WIC bulletin boards.
- Develops and conducts nutrition education classes.
- Maintain continuing education for grant requirements.

ENVIRONMENTAL DEMANDS

Work is performed in an office and clinic setting. Must be able to bend and reach to do anthropometrics and hematological testing.

MINIMUM QUALIFICATIONS

Graduation from accredited college. Completion of approved internship program. Must be Registered Dietician and Licensed in the state of Kansas.

ADA/PHYSICAL DEMANDS

1. Vision. Adequate for preparing and reviewing computer, clients charts, other paperwork.
2. Hearing. Adequate for conversation and telephone use. Considerable public contact.
3. Speech. Must speak English clearly enough to give instructions to employees and converse with public.
4. Standing. 30% of the time – interaction with employees / clients.
5. Walking. 20% of the time – interaction with employees / clients.
6. Sitting. 50% of the time – computer use, plan review, and meetings.
7. Lifting/Carrying 25 pounds – as required in day to day activities.
8. Pushing/Pulling 10 pounds – as required to move normal office elements in normal business operation.
9. Reaching/Handling As required to move normal office elements in normal business operation, required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
