

# Registered Dietitian

Lawrence-Douglas County Public Health is currently seeking a Registered Dietitian who will serve our mission to advance policies, practices and programs that promote health for all, prevent disease and protect the environment.

We are looking for a professional who wants to be a part of a supportive, dynamic team working in a tobacco free environment. The Registered Dietitian is a full-time position, which will be responsible for providing nutrition and breastfeeding education and support to clients. The position also helps with outreach to the community, provides referrals to community or healthcare providers, and assists with oversight of dietetic interns.

Requirements include Bachelor's degree in nutrition, dietetic, or related science, licensed dietitian in Kansas, and registered with the Commission on Dietetics Registration. Or successfully passes the registration examination within six months of employment if not yet registered by the Academy of Nutrition and Dietetics. Strong interpersonal skills with experience or interest in maternal child health or public health preferred.

Starting compensation is \$24.48 - \$27.54 per hour and offered based upon candidate's qualifications and experience.



## Why Lawrence-Douglas County Public Health?

Progressive nationally accredited public health department	Excellent benefits with policies designed to support families
A work culture that values inclusion and equity	Be part of a team where members feel a sense of accomplishment and recommend us as a great place to work

At Lawrence-Douglas County Public Health you will be given the opportunity to work with our team of motivated and passionate public health professionals and make a difference to improve the health of our community.

Submit cover letter and résumé at: <https://bit.ly/LDCPHCareer>. Résumé review begins upon receipt. Position open until filled. EOE.



Position accountable to: WIC/Healthy Families Manager  
Ex/Non-Ex (salary/hourly): Non-Exempt (hourly)  
Supervises: N/A  
Full-Time/Part-Time: Full-Time

**LDCPH Vision:** *Together, day by day, building a healthy community*

**LDCPH Mission:** To advance policies, practices and programs that promote health for all, prevent disease and protect the environment.

**Position Mission:** Serve Lawrence-Douglas County Public Health clients and families through effective counseling regarding nutritional needs. Support the fulfillment of the organization's mission and values.

**Essential Job Functions**

Provide direct services to WIC clients (90%) to include:

- Educate clients as to nutritional risk
- Perform measurements and provide results to clients
- Provide referrals to health care providers, HFDC, FP or other community agencies as appropriate
- Maintain records for accuracy and completeness
- Respond to phone calls from clients and the public in a timely manner
- Make referrals to appropriate health care providers as appropriate
- Follow established WIC guidelines for program compliance

Represent LDCPH to the community and other key stakeholders (10%) to include:

- Promote breastfeeding in various ways in the community
- Provide and participate in health education presentation and activities
- Build and maintain collaborative relationships with key stakeholders

**Perform general responsibilities as part of the job requirements listed above, including, but not limited to:**

- Maintain an understanding of the various processes and procedures of the position
- Work collaboratively with LDCPH staff to maintain a team environment and accomplish the tasks necessary to serve and support the mission
- Uphold and support LDCPH policies and values ensuring solid ethical standards are practiced
- Maintain professional relationships and cordial interactions with LDCPH clients, community partners, staff and others
- Participate in continuous quality improvement efforts
- Comply with all federal, state and local laws and regulations
- Ensure full confidentiality of protected health information
- Identify and implement solutions to problems in general seeking counsel as appropriate
- Cross train for other positions to cover when necessary
- Assume public health emergency role as necessary
- Attend meetings as required or requested
- Create, prepare and deliver documents and reports as needed
- Other duties as assigned

**Performance Measurements:**

- Achievement of objectives as outlined by leadership
  - Perform duties thoroughly, competently and accurately

- Maintain and increase knowledge base of nutrition to best serve mothers and families in Douglas County
- Standards for quality and quantity of work are met
- Open to change while accepting and supporting management decisions
- Collaborative relationships are developed and maintained with clients, community partners, staff and others
- Arrive and depart from work timely per schedule

**Education and Experience:**

- Bachelor's degree in nutrition, dietetics, or related science, required
- Licensed dietitian to practice in Kansas, required
- Registered with the Commission on Dietetics Registration, required

**Required Skills and Abilities:**

- Excellent customer service skills
- Effective communicator (verbal, written and body language)
  - Listening skills and ability to interpret a variety of communications
  - Business reports, correspondence and procedure manuals
  - Write concise and explanatory documents, proposals and articles
  - Presentation skills
  - Interpret a variety of instructions either written, oral, diagram, schedule or electronic formats
- Respect for and ability to respond to diverse and individual needs
- Detail oriented
- Work independently and be self-motivated
- Meet deadlines and work under pressure with little or no supervision
- Ability to problem solve with sound judgment
- Creativity, innovation and problem analysis and problem resolution at the functional level
- Computer Skills, including knowledge of software programs utilized (e.g. Microsoft Suite products, Adobe products, video conferencing, financial software, proprietary software and others- required)
- Knowledge of general office equipment (copier, scanner, fax, etc.)
- Have and maintain a valid driver's license with reliable transportation
- Ability to respond to emergency situations

**Physical Demands**

- Lift and move items up to 40 lbs.
- Prolonged periods sitting at a desk and working on a computer
- Bend, kneel and reach items as needed
- Frequent use of hands and fingers to handle or feel objects, tools or controls
- Vision abilities for close vision, color vision, peripheral vision and depth perception
- Must be able to navigate various departments of the organization's physical premises as needed

**Work Environment**

Employee may encounter the following while performing the functions of this job:

- Professional office setting with little discomfort due to such factors as noise, heat, dust, or other adverse factors
- Clinical environment with potential exposure to chemicals, blood borne pathogens, needle sticks and other standard clinical factors
- Exposure to weather conditions of extreme temperatures, chemicals, fumes, secondhand smoke, work safety hazards, dust, loud noises, darkness and tight spaces when performing duties off-site

- Business related travel and associated risks

This is a non-smoking work environment, including all premises and wherever duties are performed

This job description does not state nor imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate individuals with disabilities. An individual seeking an accommodation should contact human resources.

A job description is not intended to and does not create an employment contract. LDCPH maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.