



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE:** Registered Dietitian

**OPEN:** January 4, 2024

**EXEMPT:** Yes

**SALARY:** (11) \$34.94-\$39.35/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full Time

**CLOSES:** February 16, 2024

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** MCH

**SUPERVISOR:** Pediatrician

**VACANCIES:** 1

**JOB SUMMARY:** The registered dietician will work with clinic providers and community partners to provide both individual and community-wide nutrition education. They will specialize in managing and guiding the nutritional needs of individuals with diabetes, metabolic disorders, and those seeking weight loss management. They are responsible for developing, implementing, and monitoring individualized nutritional plans tailored to each individual's health goals. They will also serve as the WIC Nutritionist and ensure high-quality nutrition services and education to eligible women, infants, and children.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **Adult & Pediatric Dietetics**

1. Works as part of the LTHC medical team to provide individual nutrition counseling for both primary and secondary prevention of diabetes, cardiovascular disease, and obesity.
2. Provide appropriate assessment, nutritional diagnoses, interventions, and education to patients through individual and group encounter settings.
3. Formulate patient-centered goals, monitoring, evaluation, and outcomes.
4. Manage schedule to maintain appropriate follow up with patients.
5. Adhere to evidence-based nutrition practice guidelines to provide nutrition education to patients, groups of patients, and families.
6. Provide consult services to LTHC providers and participation in multidisciplinary teams.
7. Work closely with Business Office and billing department to assure appropriate billing and coding of nutritional services.
8. Assist with tracking of patient discharges from emergency department and hospital admissions to coordinate appropriate dietetic management.

### **Diabetes**

9. Collaborate with the diabetic team, providers, personal trainers, and physical therapists to provide nutritional education and management as an integral part of a multidisciplinary care model for patients.
10. Develop patient-centered meal plans that align and accommodate with the patient's individual medical needs, socioeconomic factors, cultural practices, and preferences.

11. Plan, organize, and arrange for community nutrition educational events, such as cooking classes, for LTHC patients and the greater Lummi Community.
12. Conduct comprehensive nutritional assessments for patients diagnosed with diabetes, obesity, and other metabolic disorders considering their medical history, lifestyle, and current health conditions.
13. Maintains detailed documentation in patients' records regarding dietary plans, progress, and any barriers/challenges that they are facing.
14. Participates in professional development activities, conferences, and workshops keeping abreast of the latest research and findings related to nutrition, diabetes, and metabolic disorders.
15. Educates patients on how to manage their medical conditions through diet and lifestyle, e.g., carbohydrate counting, understanding glycemic control, and recognizing symptoms of hypo/hyperglycemia.
16. For weight loss patients teach the principles of a balanced diet, portion control, calorie counting, and the importance of physical activity.
17. Engages in community outreach programs to raise awareness about the importance of nutrition and metabolic disorders.

## **WIC**

18. Provides required appointments and develops individual care plans for high-risk WIC participants.
19. Documents in the WIC information management system.
20. Coordinates nutrition education including breastfeeding promotion and support that is responsive to the identified needs/interests of each high-risk participant.
21. Prescribes food packages to high-risk participants, as appropriate.
22. Provides guidance around formula and helps locate special formula for participants.
23. Support educational materials for Farmers Market Nutrition Program (FMNP).
24. Refers high-risk participants to other health – related and social services, as necessary.
25. Writes and/or reviews group nutrition education lesson plans.
26. Provides nutrition consultation, education, and in-service training to WIC staff. Educates staff on state nutrition policies and procedures including appropriate referrals to the WIC nutritionist.
27. Reviews WIC nutrition education materials for accuracy and appropriateness.
28. Collaborates with WIC Coordinator and local agency staff in preparing, implementing, and monitoring of the annual Nutrition Services Plan.
29. Provides limited back-up coverage for the WIC Coordinator/Certifier as needed. Coverage may include scheduling WIC appointments, determining eligibility, obtaining health history, weighing, and measuring participants according to guidelines, breastfeeding counseling, and provision of breast pump, and performing point of care hemoglobin testing.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in nutrition, or equivalent
- Current Dietitian or Nutritionist Washington State Licensure required. If licensed in another state, must attain Washington state licensure within 90 days from date of hire.
- Registered dietitian or registration eligible
- 2 years of experience working as a nutritionist, required
- Experience in both adult and pediatric nutrition, *preferred*
- Experience working with WIC programs, *preferred*
- Experience working with Native Americans, *preferred*
- Must complete WA state medical assistant-registered certification within 90 days of hire

- Certified Diabetes Care & Education Specialist (CDCES) or willing to obtain within 1 year of hire date.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of nutrition and dietary principles to direct high quality nutritional care
- Knowledge of office management techniques.
- Knowledge of instructional skills and educational techniques to influence and guide nutritional care for health maintenance.
- Skill in communication.
- Ability to supervise and train staff.
- Ability to identify problems, provide information and provide alternative solutions.
- Ability to interpret, adapt and apply appropriate written guidelines and work practices.
- Must demonstrate ability to maintain client confidentiality and privacy per HIPAA guidelines, as well as relating to CPS and Children Services related issues.
- Must maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.