



**Job Title:** Registered Dietitian  
**Department:** Community Services  
**Reports to:** Community Services Director  
**Location:** Coos Bay/North Bend  
**FLSA Status:** Exempt  
**Salary Grade:** \$76,336 – \$114,504

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the supervision of the Community Services Director the Registered Dietitian conducts nutritional assessments, provides nutrition counseling, prepares nutrition care plans, delivers community nutrition education classes and promotions, and serves as a nutrition resource person for departmental staff. Teaches group education sessions related to nutrition and makes nutrition related presentations to interested groups.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts nutritional assessments and provides medical nutrition therapy.
2. Educates and counsels high-risk clients on an individual basis taking into consideration medical and nutritional needs, laboratory results, cultural and personal preferences, finances, and client's goals.
3. Prepares nutrition care plans specific to client's needs to provide solutions to nutrition problems.
4. Conduct home visits, providing nutrition counseling to clients as needed.
5. Provides nutrition education in community settings such as group classes, cooking demonstrations, supermarket tours, health fairs, and other CIT sponsored community events.  
Develops nutrition lesson plans, nutrition education handouts, pamphlets, and visual aids. Reviews and updates nutrition education materials for use by the department.
6. Refers clients to outside agencies as necessary.
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8. May serve as part of an interdisciplinary team as the nutritionist to prepare and manage team care plans for clients.
9. Maintains records and files regarding services and activities and documents services by preparing requested reports.
10. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
11. Participates in workshops, conferences, and other continuing education opportunities to maintain professional status.
12. Ability to work effectively with individuals from different cultural backgrounds.
13. Assists educators with various other health education duties as assigned.
14. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the CHC vehicles; employee-owned vehicles and rental vehicles to and from a variety of Health and Wellness Division functions and activities.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising, or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Good oral and written communication skills with strengths in working as a team, cooperative problem solving and customer service responsibilities. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports. Ability to create, manage, and file electronic documentation in PDF, JPG, and PNG formats.
5. Knowledge of the concepts and requirements of managing and maintaining confidential information and communications.
6. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
7. Ability to organize, follow established priorities, and exercise sound independent judgment within areas of responsibility.
8. Ability to organize and maintain computerized and non-computerized filing and retrieval systems.

### **QUALIFICATIONS**

- A. Current registration with the Commission on Dietetic Registration of the American Dietetic Association.
- B. Current registration with the Oregon Board of Examiners of Licensed Dietitians.
- C. Certified Diabetes Care and Education Specialist preferred.
- D. A thorough knowledge of human nutrition and its relationship to health and disease, (equivalent to M.P.H. or M.S. with supervised field work and public health course).
- E. Knowledge of the science of nutrition and dietetics.
- F. Knowledge of social, cultural and economic factors of individuals and families as they apply to public health nutrition and ability to adapt their food preferences into individual nutritional plans.
- G. Knowledge of appropriate educational principles and methods as applied to public health nutritional practice.
- H. Knowledge of research methods as applied to public health nutrition.
- I. Experience with Microsoft Office products and Adobe Acrobat required.
- J. Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.
- K. Must be CPR certified and annually trained to use AED.