

**NORTHWEST PEDIATRIC CENTER**  
**Job Description**

**Job Title:     Dietitian**

<b>Employee Name:</b>	<b>Department: Nursing</b>
<b>Wage:           Hourly (see pay scale)</b>	<b>Supervisor: Nurse Supervisor</b>
<b>Approved By:</b>	<b>Date:</b>

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**Primary Function:** Provides professional nutrition assessment, counseling, education and program evaluation under the direction of the nursing supervisor and supervising physician.

**Reporting Structure:**           Reports directly to the Nursing Supervisor

**Job Duties and Responsibilities:**   Including, but not limited to the following:

1. Provides nutrition assessments for patients.
2. Develops and implements nutritional care plans based on assessments and knowledge of chronic disease states.
3. Consults with medical providers regarding nutritional status of patients communicating all pertinent information.
4. Provides group nutrition education classes as needed
5. Provides individual patient education visits when appropriate
6. Knowledge of ethnic eating patterns and cultural customs related to food.
7. Skill in nutritional assessment.
8. Skill in problem-solving and handling crisis situations.
9. Skill in developing and presenting patient/staff/community education workshops.
10. Ability to analyze medical condition and make appropriate judgments about dietary issues.
11. Works collaboratively with other disciplines within NWPC to develop effective teaching strategies that are used in individual and group settings.
12. Establishes a mechanism for tracking patient outcomes.
13. Develops and/or selects nutrition education materials for clinic.
14. Conducts nutrition trainings and provides technical assistance for clinic staff.
15. Participates in developing and implementing protocols for nutrition component of clinic services.
16. Serves as a liaison to local WIC program agencies, health department and other community nutrition programs.
17. Manages, plans and adjusts work time to effectively complete work responsibilities.
18. Completes tasks and assignments by scheduled due dates.

19. Allocates time to various tasks and assignments in accordance with priorities.
20. Informs supervisor when schedule problems occur.
21. Adheres to standards of attendance, including rest and meal breaks, punctuality and time off. When absent or late, notifies supervisor in a timely manner before start of scheduled shift.
22. Adheres to customer service standards by meeting the needs of internal and external customers through professional interactions.
23. Interacts well with coworkers and supervisor in an appropriate and reliable manner and contributes to the team effort.
24. Coordinates activities appropriately and effectively and seeks assistance, guidance, and counsel from others as needed.
25. Speaks clearly, concisely and using words easily understood.
26. Exchanges ideas with others and listens with the intent to understand.
27. Writes for the appropriate audience with clear and appropriate skill.
28. Generates work in quantities sufficient to meet the needs and expectations of the position and organization.
29. Completes work thoroughly, accurately, neatly and concisely.
30. Assumes responsibility for work without being told.
31. Contributes to a positive organizational culture and morale.
32. Works to reduce conflict and establish good working relationships with others.
33. Maintains positive, constructive, collaborative, cooperative, professional, friendly, and respectful working relationships with coworkers and supervisors.
34. Keeps behaviors, communications and other outward expressions regarding NWPC in a positive manner.
35. Meets the expectations of dress and appearance standards.
36. Completes OSHA training given by NWPC.

**Qualifications:**

1. High school graduate or G.E.D.
2. Licensed by the State of Washington
3. Washington State Registered Dietitian certified by the Academy of Nutrition and Dietetics
4. Bachelors Degree in Nutrition, food service or community health
5. Exceptional interpersonal skills.
6. Exceptional communication skills.
7. Able to prioritize work load and adjust to the rapidly changing environment of the medical office.

***This job description does not imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other-related instructions and to perform any other job related duties requested by their supervisor.***

I acknowledge that I have been given a copy of this job description and asked to read its contents. I further acknowledge that I was given an opportunity to ask questions and get clarification on its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date