

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: WIC Outpatient Dietitian
POSITION NUMBER: 00491
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: WIC/Nutrition Director
SALARY: E04 \$38,063/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: December 21, 2011
CLOSING DATE: Until Filled
Transfer Deadline: December 29, 2011
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under general supervision of the WIC/Nutrition Director, assists in the implementation of the Wisconsin WIC program according to DHHS regulations, in addition to plan, develop, implement and evaluate the nutritional component of Tribal programs. Provide dietary counseling for patients/clients as prescribed by physicians. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist Director in the implementation of the WIC program according to DHHS regulations. Provide nutrition education and certification of WIC clients; serves as a breast-feeding support and contact person for clients; provide secondary educational sessions for WIC clients.
2. Provide dietary consultation and education to clients of all ages and their families on the selection and preparation of food in relation to nutritional needs, family income, cultural food patterns and modified diets.
3. Plan, develop, implement and evaluate the Diabetic Luncheon to include providing the menu, food preparation and education sessions.
4. Attend state/regional/local meetings (WDA, IHS) and other continuing education offerings in order to maintain R.D. status.
5. Refer clients to other members of Health Care Team for Medical, Dental, Optical, Nursing care and Social Service programs as needed.
6. Practice excellent customer service skills all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
7. Maintain records, correspondence, files, computer files, and inventory records.
8. Maintain logs of participants in all activities, when possible, to assist in determining effectiveness of programs.
9. Evaluate effectiveness of programs to meet the needs of the community.
10. Implement and monitor the Breastfeeding Plan, Peer Counseling Program and Breast-pump program, per WIC policies and regulations.
11. Mentor staff on breastfeeding competencies promotion and support, including peer counselor.
12. Evaluate breast feeding services and ROSIE data for program planning and monitoring

DUTIES AND RESPONSIBILITIES: (Cont.)

13. Provide nutrition education , menu consultation, analysis, and approval for Elderly Feeding Program/ Meals on Wheels, that meet state of WI and Federal Title III & VI guidelines.
14. Maintain professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
15. Contribute to a team effort and accomplish related results as required.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; use hands to finger, handle, and feel; reach with hands and arms; and talk and hear, stand; climb or balance; and stoop, kneel, crouch, or crawl.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is performed in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood born pathogens.
4. Evening and/or weekend work may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of traditional form of government and tribal customs and traditions.
2. Knowledge of educational principles of adult learning theory such as behavioral objectives, teaching methodologies and evaluation techniques.
3. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
4. Knowledge of diabetes prevention programs and health education.
5. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
6. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
7. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
8. Skill in planning, organizing and developing presentations for group nutrition education or activities.
9. Skill in preparing reports and correspondence.
10. Ability to prepare independent nutrition assessments and care plans.
11. Ability to communicate effectively in the English language, both verbally and in writing.
12. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
13. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
14. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
15. Ability to analyze situations and adopt appropriate courses of action.
16. Ability to work independently and meet strict time lines.
17. Ability to make solid decisions and exercise independent judgment.
18. Ability to define problems, collect data, establish facts, and draw valid conclusions.
19. Ability to plan, create, and deliver informational and educational presentations.
20. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
21. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
24. Must be willing and able to obtain additional education and training.

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STANDARD QUALIFICATIONS: (Cont.)

25. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
26. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
27. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Certified Lactation Counselor (CLC) or Certified Lactation Specialist (CLS) or must be able to obtain within one (1) year.
2. Sanitation Certificate

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Dietetics, Nutritional Science; six (6) months of relevant experience in WIC Program, Hospital or clinic setting; six (6) months of experience in breast-feeding education; and/or equivalent combination of education and experience.
2. Must be a Registered Dietitian (RD) and have active membership in the American Dietetic Association.
3. Must be a Wisconsin Certified Dietitian (CD).

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**