

**JOB DESCRIPTION**

**POSITION TITLE:**  Nutritionist  **REPORTS TO:** Communicable Disease Program Manager

**DEPARTMENT:** Operations **EMPLOYMENT STATUS:** Non-exempt, hourly

**LOCATION:** Bellingham

**JOB PURPOSE:**

This position will provide nutritional screening, counseling & support to patients at UCNW, including those with HIV and Hepatitis C. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve stated objectives and outcomes. This position provides nutrition care to patients, participates in support groups offered by UCNW, and supports other initiatives of the Communicable Disease Program.

**JOB QUALIFICATIONS:**

**Education and Experience:** Bachelors or master’s degree in nutrition or dietetics required. Prefer two years experience in an outpatient setting as a Dietitian/Nutritionist, helping patients to manage chronic conditions such as obesity, diabetes and cardiovascular disease.

**Certification and Licensure:** Washington State Certified Nutritionist (CN) or Washington State Certified Dietitian (CD) required. Certification from the Commission on Dietetic Registration as a Registered Dietitian (RD) required.

**Specialized Skills & Knowledge:** Knowledge of nutritional needs of patients of various ages and health conditions. Knowledge of medical conditions that require medical nutrition therapy, including HIV/AIDS and chronic conditions. Must demonstrate excellent communication and assessment skills. Knowledge of HIPAA and the importance of confidentiality in the health care field. Must be competent in general office skills such as computers (Electronic Medical Records & Microsoft Office products), faxes, telephones, and copy machines. Must have the ability to understand and respond effectively and with sensitivity to special populations served by UCNW. Special populations include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability, migrant and seasonal workers, homeless, HIV/AIDS patients and others.

**Other Qualifications:**  Must provide own transportation when meeting with clients out of the office. Must be available for monthly meetings on the 2nd Tuesday of each month and 5th Wednesday every three months from 8:00 a.m. – 9:00 a.m. Must be available for Ryan White clinic dates and for occasional attendance at evening events.

**Blood-Borne Pathogens Exposure:** Category: III

This position’s roles and functions in our team-based model include:

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| **JOB DUTIES AND RESPONSIBILITIES** | **JOB PERFORMANCE STANDARDS** |
|  |  |
| **Communication:** | 1. Asks for direction when unsure of job expectation.
 |
|  | 1. Makes suggestions and addresses concerns in a constructive manner.
 |
|  | 1. Utilizes appropriate channels of communication in problem-solving and conflict resolution.
 |
|  | 1. Communicates effectively and courteously to all UCNW staff.
 |
| **Organization & Time Mgmt.:** | 1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum.
 |
|  | 1. Takes and returns from breaks and lunch times in a timely manner.
 |
|  | 1. Maintains a clean, orderly and professional work area.
 |
|  | 1. Seeks out appropriate uses of time during non-busy periods.
 |
| **Safety/CQI:** | 1. Ensures safe work environment and promotes accident prevention.
 |
|  | 1. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service.
 |
| **Work Ethic:** | 1. Consistently demonstrates strict adherence to policies and procedures.
 |  |
|  | 1. Takes responsibility for own actions and seeks to correct any mistakes.
 |  |
|  | 1. Consistently reports to work on date and time scheduled.
 |
|  | 1. Self-initiates and follows through on assignments in a timely manner.
 |
| **Team Contribution:** | 1. Participates in and supports team meetings, activities, and/or problem solving.
 |
|  | 1. Promotes positive team work and cohesiveness between all staff.
 |
|  | 1. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole.
 |
|  | 1. Acts as a resource, communicates appropriate knowledge, skills and conduct.
 |
| **Service Excellence:** | 1. Maintains a high level of quality, accuracy and neatness in work performed.
 |
|  | 1. Remains calm and tactful during stressful situations, emergencies and confrontations.
 |
|  | 1. Prioritizes customer service and customer satisfaction.
 |
|  | 1. Demonstrates an awareness of and commitment to the goals and mission of UCNW.
 |
| **Professionalism:** | 1. Maintains appropriate personal boundaries with clients.
 |
|  | 1. Accepts supervision and criticism in a constructive manner.
 |
|  | 1. Maintains professional appearance appropriate for position.
 |
|  | 1. Maintains organizational and patient confidentiality.
 |
|  | 1. Demonstrates an ability to adapt to change.
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| **Job Specific Duties:** | 1. Provides nutritional assessment and counseling to patients who receive primary health care services at UCNW, particularly those with HIV/AIDS, Hepatitis C, and other chronic conditions.
 |
|  | 1. Develops an individualized nutrition plan for each patient based on assessment results.
 |
|  | 1. Provides patient education on nutrition, proper food handling techniques, and diet. Educates those with chronic conditions on nutritional needs specific to their condition and on relationships between diet and medication adherence.
 |
|  | 1. Assists patients in following through with their nutrition plan and monitor patient’s progress. This includes working with patient’s provider, care team, and other clinic staff involved with the patient’s care, including Evergreen Wellness Advocates case managers.
 |
|  | 1. Informs RN Care Managers and/or medical providers of recommended nutrition supplements and nutrition-related lab orders.
 |
|  | 1. Participates in Ryan White multidisciplinary team meetings to help meet the needs of HIV/AIDS and Hepatitis C patients.
 |
|  | 1. Enters details of patient visits, including written nutrition plans, in the patients’ electronic medical records on the day of visit.
 |
|  | 1. Coordinates other services and referrals with appropriate agencies.
 |
|  | 1. Develops and/or approve nutrition education materials and develop course content for group events.
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|  | 1. Be solely responsible for the quality of nutritional services provided.
 |
|  | 1. Conducts home visits with patients, as necessary.
 |
|  | 1. Other related duties as assigned.
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**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

 R = rarely *(less than 0.5 hour per day)*

 O = occasionally *(0.5 to 2.5 hours per day)*

 F = frequently *(2.5 to 5.5 hours per day)*

 C = continually *(5.5 to 8 hours per day)*

 NA = not applicable

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| --- | --- | --- | --- | --- | --- | --- |
| **Physical Activity** | **R** | **O** | **F** | C | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Sitting |  |  |  | X |  |  |
| Stationary standing |  | X |  |  |  |  |
| Walking |  |  | X |  |  |  |
| Ability to be mobile |  |  | X |  |  |  |
| Crouching (bend at knee) | X |  |  |  |  |  |
| Kneeling/crawling |  |  |  |  | X |  |
| Stooping (bend at waist) | X |  |  |  |  |  |
| Twisting (knees/waist/neck) |  |  |  |  | X |  |
| Turning/Pivoting | X |  |  |  |  |  |
| Climbing |  | X |  |  |  | Use of stairs to get patients to office (elevator also available) |
| Balancing |  |  |  |  | X |  |
| Reaching overhead | X |  |  |  |  |  |
| Reaching extension | X |  |  |  |  |  |
| Grasping |  |  | X |  |  | Grabbing files |
| Pinching |  |  | X |  |  | Grabbing files |
| Pushing/Pulling:  |  |  |  |  |  |  |
|  Typical weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100  |  | X |  |  |  | Charts, books |
|  Maximum weight: Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  | X |  |  |  | Charts, books |
| Lifting/Carrying: |  |  |  |  |  |  |
|  Typical weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100  |  | X |  |  |  | Charts, books |
|  Maximum weight: Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  | X |  |  |  | Charts, books |
| Other physical activities |  |  |  | X |  | Keyboarding & data entry |
|  |  |  |  |  |  |  |
| **Sensory Activities** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Talking in person |  |  |  | X |  |  |
| Talking on telephone |  |  |  | X |  |  |
| Hearing in person |  |  |  | X |  |  |
| Hearing on telephone |  |  | X |  |  |  |
| Vision for close work |  |  |  | X |  | Computer screen |
| Other sensory requirements |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Environmental Factors** | **SPECIFY** |
| Safety requirement: -clothing -required safety equipment -activities performed |  |  |  |  |  |  |
| Exposures: -fumes -chemicals -blood or other bodily fluids -cold/heat -dust  | X |  |  |  |  |   |
| Operation of equipment, vehicles or tools |  |  |  |  |  |  |
| Required infection control standards | OSHA WISHA |  |  |  |  |  |
| Other environmental factors |  |  |  |  |  |  |

I, the undersigned, acknowledge that I have read the above job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

**Employee Signature: Date:**

**Supervisor Signature: Date:**