



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

REGISTERED DIETITIAN NUTRITIONIST

Application Deadline: June 5, 2019

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Range 74 \$5021 \$5271 \$5532 \$5812 \$6103**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: A Registered Dietitian is responsible for providing, developing, and/or coordinating nutritional assessments, plans, education, and counseling to individuals who receive county services. Develops and oversees menus for various programs in accordance with regulatory and program-specific dietary guidelines. May provide supervisory oversight of staff. Functions under the direct supervision of the HHS Deputy Director of Public Health and Prevention, or her designee.

ESSENTIAL JOB DUTIES: The Registered Dietitian provides counseling services for the prevention and management of chronic diseases, nutrition education across the lifespan, and referrals to other community resources as needed. The Registered Dietitian establishes guidelines for nutritional assessments, and oversees development, implementation and evaluation of annual staff training plan, nutrition education classes and nutrition education materials for groups and individuals, as well as written nutrition education for targeted populations (e.g. newsletter and media articles).

The Registered Dietitian develops and implements regular monitoring of kitchen staff in designated programs, and ensures communication with appropriate managers regarding compliance strengths and weaknesses; participates in ongoing quality improvement. Within the WIC program, the Registered Dietitian oversees the nutritional components of the program. The duties will entail nutrition assessments and subsequent education and counseling of pregnant, lactating, postpartum women, infants, and children from birth to five (5) years of age. The Registered Dietitian is responsible for development, implementation, and evaluation of the WIC Nutrition Services Plan, the WIC Quality Assurance Plan, and WIC Nutrition Assistant training and certification. The Registered Dietitian is also assigned as the WIC Breastfeeding Coordinator.

Within the Aging Services Elderly Nutrition Program (ENP), the Registered Dietitian oversees the nutritional components of both the congregate and home delivered meal programs consistent with California Department of Aging and Federal Regulations. Components include, but are not limited to review and approval of proposed menu plans to ensure compliance with the federal dietary guidelines for older Americans including substitute menu items; quarterly and annual kitchen inspections within the service area of Inyo and Mono counties,

including annual monitoring of ENP program compliance; review and approval of all standardized recipes and substitute food items prior to implementation by the program; nutrition counseling for high risk older adults with nutritional risk factors; and review and approval of annual training plan, as well as provision of staff training, as indicated, in Inyo and Mono County.

The Registered Dietitian may also provide nutrition education, staff training, and menu development and/or consultation to other County programs, as assigned.

KNOWLEDGE OF:

Must be knowledgeable in the areas of therapeutic and normal nutrition, as it relates to special populations (e.g. pregnant or lactating women; older adults; infants/children; individuals with chronic medical conditions).

Knowledge and understanding of and sensitivity to area minority groups and their socioeconomic backgrounds and cultures.

SKILLS:

Able to quickly build and maintain rapport with consumers and staff of differing backgrounds; act as a team player; be customer-service oriented; possess intermediate computer skills and be able to learn and understand program-specific computer database systems; familiarity with modern office practices and procedures including email; effectively interview and conduct group education and one-to-one education; use sound judgment and make appropriate, informed decisions; effectively organize work with limited supervision; be familiar with adult learning and general training techniques; pay attention to detail and exhibit excellent follow-through on work tasks; handle multiple tasks simultaneously

EMPLOYMENT STANDARDS: Must be certified as a Registered Dietitian Nutritionist (RDN) through the Commission on Dietetic Registration (CDR).

Prior experience working in a WIC program and/or one year of experience in providing education, counseling, and/or training in a healthcare or community setting is desirable. Bilingual English/Spanish language competency is desirable.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Must possess a valid California Driver's License; must successfully complete a pre-employment background check.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **June 5, 2019 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and Death Valley area (Death Valley, Shoshone, and Tecopa). **All Inyo County positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.