



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: REGISTERED DIETICIAN

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$24.56    per hour

PART TIME     SEASONAL

SALARY AT:

1 Year Step    \$25.79    per hour

2 Year Step    \$26.20    per hour

3 Year Step    \$26.62    per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Registered Dietician	<b>Job Code:</b>	13440
<b>Department:</b>	Health – WIC Nutrition Services	<b>Pay Grade:</b>	Health 7
<b>Reports to:</b>	CHS Supervisor (WIC)	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. Primary health care services are offered through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under the general supervision of the CHS Supervisor (WIC), performs work as a Registered Dietician for WIC Nutritional Services, providing professional public health nutrition services to clients, including high risk women, infant and children.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assesses the nutritional status of WIC and other clients.
- Identify high-risk participants and provide culturally competent nutritional counseling for women, infants and children who meet high risk criteria.
- Develops nutrition and health education care plans to address health risks identified in assessments.
- Conducts nutrition workshops, seminars and classes.
- Interprets nutrition services to the staff and community.
- Develops educational materials on nutrition.
- Provides consultative service to staff, groups, organizations, and other agencies.
- Evaluates nutritional programs and recommends policies, standards, and services to meet the needs of various population groups served.

- Performs heights, weights, and hematocrits.
- Designs care plans and completes WIC participant certification reports.
- Attends nutrition program meetings and related conferences, which may require overnight stays.
- Assists with reporting of nutrition related activities.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

- Intermittent periods of standing, sitting and walking.
- Typical range of motion and physical agility associated with operation of office equipment.
- May infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Subject to frequent interruptions.
- Works primarily during normal business hours with occasional evening and weekend commitments.
- Requires occasional travel to meetings and training.
- Infrequently required to lift and/or move up to 25 pounds.
- Contact with body fluids and use personal protective equipment is required.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

- Knowledge of effective communication techniques.
- Working knowledge of client confidentiality, and the ethical and legal requirements of the profession.
- Skills communicating effectively in writing and verbally.
- Knowledge of current theories, principles and objectives of nutrition services in relation to public health practices; science of foods and the application in health and disease prevention, social and socioeconomic factors relating to nutritional care programs and nutrition program planning.
- Skill in providing nutritional counseling and education to both individuals and groups.
- Ability to develop nutrition education materials.
- Typing, word processing and other general computer skills.
- Ability to use independent judgement to implement nutrition program objectives and work with high-risk clients.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

**Education and Experience:**

- Bachelor's degree in Foods and Nutrition from an Academy of Nutrition and Dietetics approved Plan IV program.
- Possession of current registration or registration eligible by the Academy of Nutrition and Dietetics.

- Requires current license by the State of Montana to practice as a nutritionist.
- Requires a current MT driver's license.

ACTION  
Adopted  
Revised

DATE  
5/18/2009  
5/16/2018

REFERENCE  
Commissioners' Minutes  
Commissioners' Minutes