



Job Title: Registered Dietitian Nutritionist (RDN)

Department: Medical Clinic

Reports To: Clinic Practice Manager

Supervisory Responsibilities: None

Employment Category: Regular Part-time

FLSA Status: Non-Exempt

Salary Level: Based on skills/experience

Position Summary: The Nutritionist will provide individual nutrition counseling, group education, disease prevention strategies, and health maintenance advice. They will also coordinate with other AIHFS activities and community services to provide outreach and education to the community.

Essential Duties and Responsibilities

Clinical Duties:

- Collaborates with providers to identify and connect with patients in need of nutrition counseling
- Meets directly with patients to identify educational needs; provide individual instruction, utilize informational handouts/booklets, or refer to community resources as needed
- Establishes treatment plans and follows up with clients for compliance
- Promotes health promotion/disease prevention activities and materials
- Document nutrition encounters in Electronic Health record; develop documentation procedures
- Participate in Quality Assurance activities and required grant team meetings
- Participates in interdisciplinary team meetings to discuss patients progress as needed
- Participates in community activities promoting nutrition and health for target populations
- Provide nutrition consultation to professional staff; including in-service education to clinic staff and community agencies
- Develop and maintain nutrition education resources while assessing nutritional needs of service population.
- Develop health related articles and resources for publication on AIHFS website, social media outlets, and quarterly newsletter
- Perform other job-related tasks as assigned.
- Fruit and Vegetable Prescription Food Program: assists in client assessment for eligibility and enrollment into the program.

Education/Experience: Bachelor's degree in Nutrition or related field required from an accredited program. Certification as Registered Dietician preferred. Two years' work experience in the field of nutrition preferred. Public health or related experience preferred

Required Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis, and tolerate stress professionally.
- Valid MI Chauffeur's license or ability to obtain one within 3 months.
- Other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule
- Ability to promote an alcohol, tobacco and drug free work environment.



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- Ability to apply proficient understanding to carry out instructions furnished in written, oral, or diagram form.
- Working knowledge of general office and clerical practices, good organizational verbal and written skills, and strong computer skills, including word processing and electronic file management, and ability to effectively present information in one-on-one and group situations to clients and employees of this and other agencies.
- Basic knowledge of Indian Health Programming and local urban AI/AN community.
- Familiarity with effective outreach and community organization techniques, along with the ability to set up and organize materials and supplies in diverse locations. Ability to organize booths and exhibits to provide education to the public.
- Ability to assist in developing culturally appropriate informational materials.
- Ability to maintain accurate and confidential records.

Preferred Requirements: Familiarity and/or experience working with the Native American Community at a local level; Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American Community, as well as an ability to work with other racially, culturally and ethnically diverse populations. Training requirements include participation in the following AIHFS trainings: Cultural Sensitivity at AIHFS; HIPAA Compliance; Recipient Rights; and, Blood borne Pathogens.

Work Environment/Physical Demands: The characteristics demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Received by: _____ DATE: _____

Revised January 2025