



Our mission is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles

POSITION DESCRIPTION

POSITION TITLE Registered Dietitian- Bilingual Spanish	STATUS Non-Union	EXEMPT STATUS Non-exempt	PAY RATE
DEPT/LOCATION Los Angeles	SUPERVISOR'S TITLE Associate Director of Medical Services		
<p>POSITION SUMMARY (Briefly describe the position) SJWCFC's mission is to eliminate health disparities and foster community well being by providing and promoting the highest quality care in South Los Angeles. The Registered Dietitian will implement the dietetic components of our Comprehensive Prenatal Services Program (CPSP) and our Best Babies Program and work as a member of a multi-disciplinary prenatal team to provide comprehensive, holistic care to pregnant, postpartum and interconception women and adolescents.</p> <p>Note: The information in this position description indicates the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job. Revise 06/07/10.</p>			
<p>REQUIRED SKILLS AND QUALIFICATIONS</p> <p><i>Education:</i> (Preferred)</p> <ul style="list-style-type: none"> • Bachelor's Degree in Nutrition <p><i>Experience:</i> (Required)</p> <ul style="list-style-type: none"> • One to two years experience in a community health center or health care setting working in a prenatal care environment. Excellent communication and presentation skills in Spanish and English. • Familiarity with the South Los Angeles Community preferred. • Certified Lactation Educator or Certified Lactation Consultant preferred. • Experience developing or adapting curriculum and conducting nutrition education classes and one-on-one nutrition consultation in Spanish and English. Flexible and adaptable to changing organizational and programmatic needs. Ability to work with clinicians, health educator, case manager supervisor, medical assistants and Prenatal Case Managers. <p><i>Licensure/Certification:</i></p> <ul style="list-style-type: none"> • Registered Dietitian. • Certified Lactation Educator or Certified Lactation Consultant 			
<p>PRINCIPLE ACCOUNTABILITIES. We acknowledge that all employees should have goals and objectives that support the Mission of St. John's and that each should be accountable for personal, team and organizational goals.</p>			
<p>Personal – Team – Organization</p> <ul style="list-style-type: none"> • Provide clinical dietetic interventions directly to pregnant, postpartum and interconception women and adolescents. • In collaboration with Health Educator, develop prenatal, obesity prevention, and diabetes nutrition education course. • Provide one-to-one guidance to case managers working with prenatal and interconception women. • Track and evaluate nutrition components of Comprehensive Prenatal Services Program and Best Babies Program. • Assess CPSP and Best Babies clients' nutritional needs. • Develop culturally appropriate, accessible, nutrition plans. • Confer with clinicians, case managers, health educator and other health care professionals to coordinate medical and nutritional needs. • Create tools to teach family healthy grocery shopping and food preparation habits. <ul style="list-style-type: none"> • Support increased access to fruits and vegetables for community members and staff including the healthy market basket program. • Provide dietetic input on program development and implementations. • Other duties as assigned. 			

MISSION STATEMENT

Our mission is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles.

VISION STATEMENT

The vision of St. John's is to deliver high-quality primary and preventive medical, dental, and mental health services that go beyond the borders of tradition to uninsured, underserved, and economically - disadvantaged persons in Los Angeles. We are devoted to instilling the value of well-being to our communities, resulting in self-advocacy, self-esteem, and self-sustenance through innovative and developmental programs and collaborative endeavors.

COMPANY VALUES**Dignity**

We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are to be protected.

Excellence

We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.

Well-Being

We promote and advocate for the full integration of our patient's physical and mental health with their needs as an active member of a vibrant and just community.

Social Justice

We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

Commitment to Process Improvement

Employees will make a commitment to the change process and embrace new systems and technology designed to enhance employee skills and improve patient care.

Employees will actively engage in designing, implementing and optimizing new systems for efficient operating.

Employees will be dedicated to a patient-centered medical home model fostering excellence in customer service and patient care.

Employees will provide cross functional support to other employees which means you will be responsible for "other duties as assigned" to pick up the work load and rebalance the work load for continued efficiency in patient care.

Essential Job Functions include the following:

Physical Demands: The physical demands described here are representative of those that be met by an employee to successfully perform the essential functions of this job and include the ability to type and operate a personal computer with various software programs, effectively operate standard office equipment, bend, stoop, crouch, kneel, twist, balance, and work at a desk, lift and carry up to 25 pounds, and communicate (written and oral) in a clear and professional manner. Can we make this optional too or just remove it? I don't think it is necessary it is definitely NOT a skill that Emma currently has.

Mental/Cognitive Demands: Establish and maintain effective work relationships with co-workers and customers, maintain regular attendance, understand and carry out a variety of oral and written instructions, have knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, have the ability to learn office principles, practices, and methods, understand filing systems, including numerical, alphabetical, and chronological, learn a variety of procedures, policies, and services of the assigned work unit or program, perform assigned duties with efficiency and

accuracy and maintain confidentiality.

Competency Definitions

Competencies are metrics used to measure how well you perform your duties and responsibilities on the job. For example one employee may handle X numbers of patients per day but when surveyed, the way the patient was handled or mishandled speaks to competence. Competence is measured on a scale of 1 (low) to 5 (high).

Personal

1 Results Orientation

- Employee takes initiative and sets high goals and consistently achieves goals as assigned.
- Quality of work is accurate and has consistent neatness and detail.
- Quantity of work meets goals and deadlines. Maintains a steady pace under pressure.

2 Decision Making and Problem Solving

- Weighs all facts before making a decision and willing to take action within limits.
- Consults with superiors before taking action. Digests relevant information.
- Anticipates and prevents problems before they get out of hand.

3 Judgment

- Uses sound logic and factual information to analyze situations.
- Knows how to find information relevant to circumstances.
- Can withhold personal feelings and politics when making decisions.

4 Oral and Written Communication

- Is effective in one-on-one and groups situations.
- Can listen and respond appropriately discussing matters.
- Provides professional responses to internal patients and external vendors.

5 Flexibility and Dependability

- Performs effectively when faced with varying operating conditions.
- Punctual, attentive and accepts responsibility for all duties assigned.
- Can adjust quickly to changing environments and demanding situations.

6 Job knowledge and Technical Skills

- Proficient in job knowledge and technical skills required for the position.
- Shows understanding and demonstrates skills as needed.
- Learns new skills and terminology as appropriate in a changing environment.

Team

7 Planning and Organizing

- Schedules time effectively, meets deadlines, to achieve all goals and objectives.
- Plans each day with priorities and accomplishes daily, weekly and monthly goals.
- Demonstrates good time management and strong administrative skills.

Team (continued)

8 Supervision

- Accepts corporate mission and objectives and is aligned properly to outcomes.

- Keeps supervisor informed with updates, reports, and changes.
- Supervises with integrity and demonstrates leadership when assigned employees.

9 Teamwork and Developing Others

- Builds teamwork and team spirit among all employees.
- Maintains solid working relationships that support and encourage one another.
- Enforces team concepts over personal bias and individual opinions.

10 Composure

- Maintains composure and objectivity when under pressure.
- Embraces change and new challenges with enthusiasm and energy.
- Handles themselves in a mature and professional manner.

11 Building Relationships

- Maintains rapport with employees, patients and stakeholder.
- Manages conflict constructively to achieve mutually beneficial outcomes.
- Builds consensus and overcomes.

Organization

12 Leadership

- Employee is a positive role model and demonstrates integrity on the job.
- Develops others to maximum capacity for growth and incremental improvement.
- Manages others to win loyalty and commitment.

13 Awareness: Internal and External

- Understands internal corporate culture and can maneuver as required.
- Keeps abreast of new services and changes that affect the business.
- Keeps informed on community, political and legal matters pertaining to St. John's.

14 Quality Control: Improvement of Patient Care and Profitability

- Exceeds patient expectations in providing services to our community.
- Properly matches patient need to appropriate referral service(s).
- Supports St. John's Mission with enthusiasm and in a caring manner.

Acknowledgement: I have read and understand my job description duties and responsibilities, Mission, Vision, Commitment to Process Improvement, and Competency definitions and accept the position as defined.

Employee Signature _____ **Date** _____

Human Resources _____ **Date** _____