

# *Immediate Job Opening*



**Job Title:** Community Registered Dietitian

**Job Summary:** The Community Registered Dietitian will assist in implementing and overseeing SNAP-Education contract with HHSC as subcontracted with Feeding Texas. They will manage a team of nutrition educators to teach preventative nutrition education to low-income populations, provide resources to partner agencies, and work with healthcare partners to address food insecurity in at-risk populations. The Dietitian will also work with the Diabetes Hands On classes series, Diabetes Self-Management Education (DSME) and the Diabetes Pantry Program in partnership with the Diabetes Education Manager, staff, volunteers and interns. Will also help oversee the Social Services program to collaborate with opportunities in giving assistance to those needing community resources.

## **Job Duties:**

- ❑ Develop an operating plan, to include specific goals for number and type of classes and number of participants per class according to program goals and objectives.
- ❑ Manage a nutrition education team consisting of nutrition educators and dietetic interns.
- ❑ Coordinate activities such as recruitment of new sites, management and delegation of responsibilities to support staff, volunteers and interns.
- ❑ Participate in the promotion of the nutrition program through special appearances, health fairs, televised presentations, etc.
- ❑ Work with partner agencies to support efforts in healthy pantries.
- ❑ Manage assigned program budget and reimbursement to implement contract with Feeding Texas and HHSC.
- ❑ Communicate, report, and attend trainings with Feeding Texas
- ❑ Maintain, evaluate and develop relationship with new sites consistent with goals set forth in the operating plan.
- ❑ Ensure site selection of class participants meets program goals and criteria.
- ❑ Recruit and maintain relationships with volunteer chefs, nutritionists, who can teach classes, help with special events and fundraisers or provide office support.
- ❑ Complete all necessary preparations for class, including grocery shopping, assembling class materials and transportation of equipment.
- ❑ Meet all reporting requirements, including submission of class schedules, participant numbers, and class demographic information, monthly progress reports, monthly reimbursement, and yearly fiscal year budgets.
- ❑ Complete evaluation process and other reporting documentation as necessary.
- ❑ Identify and network with other local anti-hunger/nutritional education groups.
- ❑ Work with Advisory Board to develop an operating plan, to include specific goals for number and type of classes and number of participants per class according to program goals and objectives.
- ❑ Assist the Diabetes Education Manager in the development of the DSME program, to include completion of a written curriculum (goals and objectives, class agenda, teacher's guide, pre and post tests, policies & procedures, documentation forms, teaching materials) designed specifically for the neighborhood population (income

and education levels, cultural preferences and health beliefs) based on local experience, focus group information, and evidence-based literature research.

- ❑ Assist the Diabetes Education Manager in teaching of DSME program, utilizing principles of caring and respect, experiential learning, self-efficacy, and frequent review for reinforcement.
- ❑ Conducts regular follow-up of participants (providing encouragement, empathy, and information and obtaining quarterly A1Cs). As well as presentations for specific audience.
- ❑ Perform capillary blood glucose testing and A1C testing on class participants per curriculum.
- ❑ Coordinate and participate in activities such as recruitment of class attendees and the promotion of the DSME program through special appearances, health fairs, televised presentations, etc.
- ❑ Meet all reporting requirements, including submission of class schedules, participant numbers, and class demographic information and progress reports. Report monthly to the Executive Director and Advisory Board on glucose levels, A1C data, and progress and challenge areas of class and participants. Prepare semiannual comprehensive reports for purposes of obtaining grants.
- ❑ Complete evaluation process and other reporting documentation as necessary per ADA Recognition requirements.
- ❑ Assist in gaining financial and in-kind contributions for both programs.
- ❑ Identify and network with other local diabetes education groups.
- ❑ Coordinates and monitors nutritional quality of meals cooked for evening classes and provides healthy snacks for morning classes.
- ❑ Manage the Social Services department with the assistance of the Case Assistant Navigator Lead.
- ❑ Report to Executive Director on progress of Social Services Department and how progress aligns with mission of the Food Bank.

### **Qualifications:**

- ❑ Registered and Licensed Dietitian in the state of Texas, Certified Diabetes Educator (Preferred).
- ❑ Bi-lingual (Spanish & English) preferred.
- ❑ Good interpersonal skills and knowledge of word programs and power point
- ❑ Excellent communications skills, both written and verbal, including the ability for effective public speaking.
- ❑ Ability to manage time efficiently and to work independently with minimum supervision.
- ❑ Ability to work cooperatively with other staff, volunteers, and agency personnel.
- ❑ Ability to lift 20 to 30 pounds.

**Rate of Pay:** \$56,000/yr.

**Job Closing Date:** Until filled

Please complete an application and submit to Martha Cabrera, Human Resources at 826 Krill Street, Corpus Christi, TX 78408.