



Job Title: Nutritionist II
Reports To: Director of Nutrition
Position Type: Full-time
Pay Grade: 16
Location: Minot

Job Summary: Advises clients how to plan, budget, shop, prepare balanced meals, and handle and store food by performing the following duties.

Duties and Responsibilities:

- Provides counselling and develops care plans for all participants identified as high risk.
- Advises clients of advantages of other food assistance programs such as SNAP, farmer's markets, food pantries, soup kitchens, etc.
- Participates in data collection.
- Recommends alternate economical and nutritional food choices.
- Discusses meal preparation.
- Suggests alternate methods of food preparation.
- Assists in planning of food budget.
- Advises clients on preferred methods of sanitation.
- Consults with supervisor concerning programs for individual families.
- Maintains records concerning results of family visits.
- Provides Nutrition education on appropriate topics.
- Refers clients to appropriate helping agencies.
- Obtains anthropometric data on clients.
- Assist in emergency response.
- Other duties as assigned.

Skills and Abilities

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve new things.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- Attendance/Punctuality - Is consistently at work and on time

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments

Requirements:

- Registered Dietitian (RD) or master's degrees in nutrition or public Health.
- Current Driver's license
- Current North Dakota nutrition license
- Current RD credentials

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 40 pounds at a time with or without assistance.

9/2024