
GRADE: 12

DIVISION: Adolescent and Child Health Services

POSITION SUMMARY:

Primarily responsible for developing and providing educational information, programs and instruction on preventive healthcare to Tulsa county residents regarding eating a healthy and balanced diet along with proper nutrition.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (90% of Time):

1. Schedule, plan, conduct and evaluate nutrition education classes for children and adults.
2. Develop and facilitate a nutrition curriculum that promotes healthy food preparations, snack planning and recipes for meal preparation
3. Provide professional development training for community partners in Tulsa County as it relates to Nutrition Education.
4. Provide resources and/or nutrition curriculum to community partners.
5. Determine the nutrition status of clients, evaluate dietary practices, and plan nutritional guidance and care for individual and diet problems. Keep accurate documentation that is HIPPA compliant.
6. Facilitate the planning, development and implementation of THD cooking demonstrations, primarily targeting north Tulsa residents.
7. Create and revise nutrition education materials and displays as needed.
8. Develop partnerships with community partners/agencies to offer basic nutrition information, recipes or cooking demonstrations.
9. Complete required training in support of duties and responsibilities of this position.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.
11. Collaborate with the THD Community Garden team members, while using produce from the community garden during educational and demonstration activities, when possible.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL (10% of Time):

1. Serve as a media resource for newspaper, radio and television. Requests should come through marketing.
2. Participate in the THD Wellness Day by preparing a cooking demonstration or presentation.
3. Refer clients to additional agencies or programs that may be of benefit to that person or family and actively follow up to ensure referral is completed.

QUALIFICATIONS/SPECIFICATIONS:

Education: Baccalaureate degree with major in dietetics, food or nutrition required, Masters preferred.

Experience: Two years' experience as a dietitian preferred and experience teaching.

Skills: Preparation and presentation of materials in formal classes; and interpersonal skills to deal effectively with clients.

Licenses:

- Registered as a dietitian with the Commission of Dietetic Registration.
- Licensed with the Oklahoma State Board of Medical Licensure and Supervision.
- Valid Oklahoma driver's license.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with THD programs, as determined by need, to provide nutritional advice for clients.
- External contact with clients in presenting classes and answering questions about nutrition.

PHYSICAL EFFORT: Must be able to transport material for education presentations.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Adolescent and Child Health Services, Division Chief

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary.

FLSA Status: Exempt