



**Position:** Registered Dietitian

**Assignment Location:** 635 N. Erie St. Toledo, OH

**Minimum Qualifications:**

- Bachelor's Degree in Dietetics from a College, University, or Program approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Completion of the required Dietetic Internship associated with the College, University, or Program.
- Registered Dietitian with the Commission on Dietetic Registration (or RD-eligible prior to registration exam completion).
- Licensed Dietitian with the State of Ohio Board of Dietetics or possesses a Limited Permit to practice under the supervision of a RD/LD until RD exam is successfully completed.
- Currently in and maintains good standing with the Commission on Dietetic Registration and the Ohio Board of Dietetics.
- Completes Continuing Education Professional Development Plan in accordance with national guidelines for Dietetic licensure of 75 hours every five years.
- Maintains licensure as required by the Ohio Board of Dietetics and Commission on Dietetic Registration.
- Experience in community nutrition or other health services involving women, infant, and children.
- Knowledge of how socio-economic status applies to and impacts the community.
- Demonstrate knowledge, principles, and practices of human nutrition and educational programs/materials.
- Proficient with Windows-based systems including but not limited to Word, Excel, and PowerPoint.
- Effective communication skills, organized, professional appearance and demeanor.
- Well versed in the preparation and maintenance of office records and reports Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

**Responsibilities:**

1. Determines participant eligibility for WIC program services according to guidelines, policies, and procedures; schedules participants for appointments.
2. Formulates and implements the nutrition care plans for individual participants of the WIC program based on cultural, nutritional, income needs or other socioeconomic factors.
3. Provides nutrition counseling to pregnant, postpartum women, infants, and children participating in the WIC program in accordance with the Ohio WIC Policy and Procedure Manual.
4. Refers participants to appropriate internal and external health and social services resources as needed.
5. Assess nutritional needs and implement dietary-care plans; provide nutrition counseling to families.
6. Assigns food packages based on participant needs; Educates participants on the benefit card and its use; Communicates with food vendors (i.e. grocery stores) regarding card and/or purchasing issues.
7. Corresponds with Ohio Department of Health staff as needed to resolve participant/clinic issues.
8. Educates participants about the WIC program as needed per policy. Explains participant rights and responsibilities while in the program.

9. Reviews and identifies health and nutritional needs, environmental and food insecurity, and any health concerns that may be affecting participants. Ensures that participants are referred to appropriate parties for assistance.
10. Stocks clinic with education materials, forms, etc. as needed.
11. Completes and maintains required nutrition education documentation, referrals and other program data.
12. Completes height, weight, and hemoglobin for participants as needed.
13. Covers for absent RD/LD's from other Lucas County WIC sites as needed.
14. Develops curriculum and prepares modules, visual aids, course outlines, and other materials used for nutrition education.
15. Participates in outreach efforts to build and maintain participant caseload.
16. Adheres to PHAB core competencies including, but not limited to: T1: 1.2.1, 1.2.2, 1.2.3, 1.3.3, 2.1.1, 2.1.2, 2.2.5, 2.4.5, 3.2.1, 3.2.2, 3.2.4, 3.2.5, 3.2.6, 3.3.3, 3.4.2, and 4.1.4.
17. Participates in quality improvement efforts and achieving PHAB accreditation requirements. This position will be responsible for using quality improvement (QI) processes and/or techniques to improve the effectiveness of the assigned public health program.
18. Attends and participates in conferences, seminars, trainings, or related education classes as assigned.

**ADA Specifications:**

This position is classified as Clinic -1 setting and performs a wide range of functions for the Toledo-Lucas County Health Department. Further information may be obtained from Human Resources.

**Disclaimer:**

The essential duties and responsibilities defined within this position description are not an all-inclusive list, but a general summary of purpose and primary function of the position. An individual employed in this position may be asked or assigned to perform a wide-range of related tasks, within the scope of the position, department/division, union affiliation, etc. as deemed appropriate by management.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Mail: Toledo-Lucas County Health Department  
Attn: Human Resources  
635 N. Erie Street  
Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**