APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Dietitian-WIC Outpatient
POSITION NUMBER: 00491
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: WIC/Nutrition Director
SALARY: E05 $43,772/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: September 2, 2016
CLOSING DATE: September 12, 2016
Transfer Deadline:September 12, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Assist in the implementation of the Wisconsin WIC program according to DHHS regulations. Plan, develop, implement and evaluate the nutritional component of Tribal programs. Provide dietary counseling for patients/clients as prescribed by physicians. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist Director in the implementation of the WIC program according to DHHS regulations. Provide nutrition education and certification of WIC clients; serves as a breast-feeding support and contact person for clients; provide secondary educational sessions for WIC clients.
2. Provide medical nutrition therapy (MNT), for patients referred by medical providers to include: nutrition assessment, diagnosis, intervention, counseling, monitoring and evaluation utilizing nutrition care process (NCP)
3. Plan, develop, implement and evaluate group nutrition classes to include providing the menu, food preparation and education sessions.
4. Refer clients to other members of Health Care Team for Medical, Dental, Optical, Nursing care and Social Service programs as needed.
5. Practice excellent customer service skills all times to include, addressing customer and employee needs courteously and promptly.
6. Maintain records, correspondence, files, computer files, and inventory records.
7. Maintain logs of participants in all activities, to assist in determining effectiveness of programs.
8. Attend state/regional/local meetings (WAND, IHS) and other continuing education offerings in order to maintain R.D. status.
9. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; conferring with representatives of contracting agencies and related organizations.
10. Evaluate effectiveness of programs to meet the needs of the community.
11. Implement and monitor the Breastfeeding Plan, Peer Counseling Program and Breast-pump program, per WIC policies and regulations.

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Contribute to a team effort by assisting staff RD's with nutrition programs such as: AJRCCC and congregate meals, Oneida Head Start, Child Care, and Oneida Nation School System.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms; and talk and hear, stand; climb or balance; and stoop, kneel, crouch, or crawl.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is performed in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood born pathogens.
4. Evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of educational principles of adult learning theory such as behavioral objectives, teaching methodologies and evaluation techniques.
2. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements relating to WIC Program.
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
4. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
5. Skill in planning, organizing and developing presentations for group nutrition education or activities.
6. Skill in preparing reports and correspondence.
7. Ability to prepare independent nutrition assessments and care plans.
8. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
9. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
10. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
11. Ability to work independently and meet strict time lines.
12. Ability to make solid decisions and exercise independent judgment.
13. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
14. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
19. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

STANDARD QUALIFICATIONS: (Cont.)

PREFERRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Dietetics, Nutritional Science; one (1) year of relevant experience in WIC Program, Hospital or clinic setting; six (6) months of experience in providing breast-feeding education; an equivalent combination of education and experience may be considered.
2. Must be a Registered Dietitian (RD) and have active membership in the Academy of Nutrition and Dietetics (AND).
3. Must be a Wisconsin Certified Dietitian (CD).

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**