Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

CLINICAL DIETITIAN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Diabetes Director	**FLSA STATUS: FT-Regular**
DEPARTMENT: EMHC Diabetes	**LOCATION: 1251 Elbowoods Loop**
SALARY: $34.00 – $49.12 DOE/DOQ	**OPENING DATE:**
CLASSIFICATION: Non-Exempt	**CLOSING DATE:**

POSITION SUMMARY:
Serves as Dietitian and Nutrition Educator, providing direct patient care to individuals and groups at Elbowoods Memorial Health Center (EMHC), EMHC field clinics, the MHA Diabetes Center and in the community and institutional (i.e., schools, elder programs, correctional facilities) settings. Education is directed toward helping patients reach goals related to healthy lifestyle and nutrition changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Plans, develop, implements, and evaluates the nutrition component of the Diabetes Program, coordinating and cooperating with team members with whom program goals, and objectives are developed;
2. Works closely with the Diabetes Program Nurse Case Manager to implement Diabetes clinics and Model diabetes program activities;
3. Responsible for scheduling patient consultations, referrals, and notifications in the EHR as well as in coordination with Medical Support Assistant;
4. Conducts nutritional assessment of clients, developing nutritional care plans with them and their families consistent with cultural, social, and physiological requirements. This is accomplished through counseling, medical care conferences and chart review;
5. Reviews, selects and prepares suitable educational and counseling materials related to lifestyle and diabetes for patients and for use by professional and paraprofessional staff providing services to clients and community;
6. Plans for and participants in group teaching, support groups, cooking classes and training of clients, staff and community members, to expand services and increase public awareness of diabetes control;
7. Provides consultation to professional and paraprofessional staff that provide services to clients to expand services and encourage continuity of care. Records information in the electronic health record regarding nutritional requirements, patient progress education, follow-up and similar matters;
8. Responsible for the consultation and programming of CGM clinics and education services working closely with the Nurse Case Manager;

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9. Works with Community Dietitian, Program Director, related community nutrition programs and Diabetes team to disseminate intervention experience and educational materials to the community;
10. Reports and summarizes progress and activities at regular intervals; prepares periodic and special reports. Assists with the development and/or maintenance of referral and records systems to identify and follow-up individuals and families with nutritional problems;
11. Utilizes latest scientific and computer knowledge in providing and evaluating services;
12. Will work closely with the GHWIC Grant Manager and all Diabetes Program staff and take on a leadership role related to activities, planning, and reporting of the Good Health and Wellness Grant;
13. Participates in Diabetes Program staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
14. Represents EMHC in a highly professional matter;
15. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
16. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
17. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
18. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
19. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
20. Attend training and maintain certifications as required; and
21. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical –** The individual synthesizes complex or diverse information;
- **Problem solving –** The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;

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- **Verbal/written communication –** The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Quality management –** The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment –** The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing –** The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security –** The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Must have a bachelor's degree in dietetics, nutrition, food service management, institution management, or related science; **REQUIRED**
- For Dietitian positions, the curriculum must have been in accordance with the qualifying requirements established by The American Dietetic Association (ADA) in effect at the time of graduation. (Professional registration as a Registered Dietitian (RD) is evidence of meeting ADA requirements);
- Must have Licensed Registered Dietitian (LRD) licensure or be eligible for LRD provisional license in the state of North Dakota. Required to obtain LRD license within 6 months or employment will be terminated; **REQUIRED**
- Must have at least 1 year of experience which can include completion of Dietetics Program clinicals and internships;
- Maintains licensure and CEU's and will seek Certified Diabetes Care & Education Specialist (CDCES) certification, if not already certified;
- Must be able to complete CLIA lab training and CPR certification upon being hired;
- Must have excellent communication skills and pay attention to detail;

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- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
    - Work is performed in an office environment with varying conditions of noise level, temperature, and illumination;
    - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
    - Work situations may be stressful and require irregular hours;
    - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
    - Work is performed inside with exposure to unpredictable crisis situations;
    - Shift work may be required;
    - Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
    - Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
    - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
    - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
    - The individual must regularly lift and/or move up to 50 pounds;
    - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
    - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov & Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____