



Orange County Head Start, Inc. Career Opportunity

REGISTERED DIETITIAN

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

As a Registered Dietitian, candidate will be responsible and accountable for identifying and responding to children and their families' nutritional and health-related needs; providing nutrition education workshops to families, children and staff; providing ongoing nutrition training and technical support and assistance to staff; adhering to the goals and objectives of the service area; as well as the regulations established by the Federal Performance Standards and related regulations, Child and Adult Care Food Program regulations, and policies and procedure developed by OCHS.

Education requirements: Bachelor's degree in nutrition or related field and Registered Dietitian status or Registered Dietitian eligible. Bilingual Spanish required.

Experience: Minimum of one year experience in the field: dietetic internship or master's degree can be substituted for one year of experience.

We offer a salary range of \$46,752 to \$51,744 annually with excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Wednesday, September 26, 2018 at 5:00 p.m.

Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.

2501 S. Pullman Street, Suite 100

Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: REGISTERED DIETITIAN

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: _____ **Pay Grade** _____

EXEMPTION STATUS:

JOB PURPOSE SUMMARY

RESPONSIBLE AND ACCOUNTABLE FOR:

1. Identifying and responding to children and their families' nutritional and health-related needs.
2. Providing nutrition education workshops to families, children and staff.
3. Providing ongoing nutrition training and technical support and assistance to staff.
4. Adhering to the goals and objectives of the service area, as well as the regulations established by the Federal Performance Standards and related regulations, Child and Adult Care Food Program regulations, and policies and procedures developed by OCHS.

ESSENTIAL JOB DUTIES

FOOD SERVICES:

1. Develop monthly menus according to the Agency's cycle menu based on CACFP and Head Start Performance standard requirements. Develop specialized menus according to Medically Based diets as prescribed by doctors. Modify meals in order to accommodate special diets, food allergies and children with disabilities.
2. Review and respond to questions and concerns regarding nutrition and food services.

NUTRITION SERVICES:

1. Implement process for identification of and response to nutritional needs of children and families, including nutrition education, counseling, referral, and accommodation of special diets.
2. Identify and utilize information concerning community nutrition issues obtained through the Community Assessment and Health Services Advisory Committee in addressing needs of children and families.
3. Maintain appropriate documentation of identification of nutritional needs and of services provided in the child's file and ChildPlus database. Maintain tracking system of services provided to families to ensure proper follow up is conducted.
4. Assess training needs of families and staff based on family partnership data, interest surveys, monitoring, self-assessment, community assessment data and training

evaluations. Develop and implement training for families and staff based on identified needs.

5. Develop and provide guidance for incorporating nutrition activities into the curriculum.
6. Collaborate with local agencies and organizations, such as WIC and the County of Orange Health Care Agency, and serve on local committees to improve nutrition services to children and families.
7. Provide opportunities for parents to be involved in nutrition activities and oversee, coordinate, and implement the Parent Nutrition Assistant program (PNA).
8. Monitor to ensure that OCHS is in compliance with the nutrition Performance Standards, Head Start Act, Child and Adult Care Food Program regulations, and agency policies and procedures.
9. Plan and implement special projects as assigned.
10. Attend various meetings such as case management meetings, department meetings and community meetings. Manage a flexible work schedule that includes coordinating, attending, and preparing for meetings and/or events in the evenings and weekends when needed.

SUPERVISION:

1. Assisting with the supervision of dietetic interns, including evaluation of performance during their rotations at OCHS.

REPORTS:

1. Participate in updating of plans, policies and procedures regarding nutrition and food services
2. Produce monthly reports on status of Nutrition Services activities and services that are provided each month.
3. Participate in correcting findings identified in the nutrition monitoring reports, and provide input in developing corrective action plans.

OTHER DUTIES:

1. Plan and implement special projects such as grant writing and follow through; meet with visiting dietetic interns from local colleges; development of nutrition curriculum; and other activities and events.
2. Perform additional assignments and duties as assigned by the Nutrition and Food Services Manager and the Division Director of Program Services that will include special projects of a large scope and complexity and keep him/her informed on all nutrition and food service issues.

NON-ESSENTIAL JOB DUTIES

Develop and implement forms needed for documentation and tracking, including all record keeping needed to evaluate the CACFP regulations, Performance Standards, and nutrition referrals. Update and order nutrition education materials.

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Bachelor's degree in nutrition or related field, and Registered Dietitian status or Registered Dietitian eligible.

Experience: Minimum of one year experience in the field; dietetic internship or master's degree can be substituted for 1 year of experience.

Knowledge: Knowledge of nutritional needs of children; special diets; cultural and ethnic beliefs and behavior; and community resources; CACFP regulations and Head Start regulations.

Language Skills: Strong oral and written communication skills, with fluency in Spanish.

Math Skills: Basic math skills may be required.

Other Skills: Basic computer skills including ability to use word processing and spreadsheet software packages; operation of audio-visual equipment; operating other office equipment. Skills in assessing a child's normal development to identify nutrition deficiencies.

Reasoning Abilities: Ability to solve problems, maintain confidentiality, work with parents, children and staff and react appropriately in stressful situations.

Other Abilities: Ability to work in a team environment with good communication skills. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

REPORTING RELATIONSHIPS

Reports to Nutrition and Food Services Manager.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with OCHS children and families, Program Services and Center Operations staff to provide effective, multidisciplinary services to Head Start children and families.

Periodic contact with community agencies and nutrition organizations as part of collaborative relationships.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment; but requires periodic travel to various centers and community agencies; sitting for prolonged periods of time at meetings; frequent use of computer.

PHYSICAL DEMANDS

Typically requires sitting and/or time in front of a CRT for extended periods of time. May require carrying boxes of workshop materials to and from other centers.

Date: _____

By: _____
Signature

Print Name