



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Registered Dietitian/Nutritionist**  
**SUPERVISOR:** Community Health Department Manager  
**LOCATION:** Peter Christensen Health Center Community Health Department  
**POST DATE:** January 1, 2025  
**CLOSING DATE:** January 15, 2025

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**General Description:** The primary responsibility of this position is to counsel individuals and groups on nutritional practices designed to prevent and manage disease and promote good health throughout the lifespan using Academy of Nutrition and Dietetics (AND) Nutrition Care Process and Model (Nutrition Assessment, Nutrition Diagnosis, Nutrition Intervention and Nutrition Monitoring and Evaluation). Individual must be able to collaborate with the interdisciplinary healthcare teams in the treatment of individuals and groups.

**Qualifications:** Registered Dietitian with the Commission on Dietetic Registry, or eligible, Current Certified Dietician (CD) in the State of Wisconsin or eligible. Bachelors, Master's or doctoral degree from an accredited Dietetic Program. Certified Diabetes Care and Education Specialist (CDCES) preferred, or obtained within three years of employment. Minimum two years' experience preferred.

**Salary:** \$25.00-\$37.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

- A. TITLE OF POSITION:** Registered Dietitian/Nutritionist
- B. DEPARTMENT:** Peter Christensen Health Center Community Health Department
- C. SUPERVISOR'S TITLE:** Community Health Department Manager
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to counsel individuals and groups on nutritional practices designed to prevent and manage disease and promote good health throughout the lifespan using the Academy of Nutrition and Dietetics' (AND) Nutrition Care Process and Model (Nutrition Assessment, Nutrition Diagnosis, Nutrition Intervention and Nutrition Monitoring and Evaluation). Individual must be able to collaborate with the interdisciplinary healthcare teams in the treatment of individuals and groups. Specific responsibilities include but are not limited to the following:
1. Document patient encounters in PCHC's electronic health record, bill and post charges as able.
  2. Perform other duties associated with Community Health/Public Health, as needed.
  3. Counsel individuals and groups on basic guidelines of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
  4. Develop curriculum and prepare manuals, visual aids, course outlines, and other materials used in teaching, as needed.
  5. Responsible for planning and scheduling office appointments and home visits along with appointment coordinators.
  6. Works with the Community Health Manager on the budget for the Special Diabetes Program for Indians.
  7. Responsible for developing and amending policies and objectives that relate to the Special Diabetes Program for Indians and abiding by all national standards of practice.
  8. Assist in developing and reviewing departmental policies as necessary.
  9. Maintain strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
  10. Participates in mandatory trainings and completes assigned trainings.
  11. Understands the principle of Quality Improvement and participates in appropriate QI projects.

**SDPI Program**

1. The RDN, Diabetes Educator will provide Diabetes Self-Management Training (DSMT) to patients, their family, and/or support person. Education programs will be developed and provided.
2. Attend trainings and updates pertaining to changes in Special Diabetes Program for Indians (SDPI) grant.

3. Collaborate with the Diabetes Program Coordinator in planning and conducting educational events for the community.
4. Collect and track data in accordance with requirements of the SDPI and AADE Accreditation.
5. Provide instruction to diabetes program participants on a 1:1 and group basis.
6. Maintain continuing education of 15 hours annually.
7. Attend Annual Bemidji Area Diabetes Program Coordinators Conference.

**Women, Infants and Children-Competent Professional Authority (CPA)**

1. Provide high quality, culturally competent, confidential WIC nutrition services.
2. Apply the nutrition related cultural implication to practice in a clinic setting.
3. Conduct WIC Nutrition Assessment.
4. Provide nutrition and health counseling.
5. Provide family centered nutrition education responsive to the identified needs and interests of the participants.
6. Assure food package meets participant needs.
7. Complete Nutrition Care Plan.
8. Refer participants to nutrition, health, and social services to which they may qualify.
9. Provide ongoing quality nutrition breastfeeding support to all WIC women.
10. Educate participant on the Farmers; Market Nutrition Program.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** The RDN frequently communicates with staff at PCHC and occasionally communicates with departments at the William Wildcat Tribal Center. The RDN communicates with medical staff, ancillary services and Information Technologies on a daily basis. In addition, the RDN occasionally communicates with Accounting, Human Resources, and Employee Benefits.
2. **External:** External communication of the RDN pertains to health care continuity, maintaining statistics and developing relationships. The RDN communicates with other health care facilities for the purpose of health care continuity, as needed. The RDN also communicates with Indian Health Services quarterly pertaining to the Special Program for Diabetes grant. Lastly, the RDN collaborates with other community partners, such as LDF Public School, GLITC, Family Resource Center and the Youth Center.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Community Health Department Manager

**H. EDUCATION:** Registered Dietitian with the Commission on Dietetic Registry, or eligible, Current Certified Dietician (CD) in the State of Wisconsin or eligible. Bachelors, Master's or doctoral degree from an accredited Dietetic Program. Certified Diabetes Care and Education Specialist (CDCES) preferred, or obtained within three years of employment.

**I. EXPERIENCE:** Minimum of two years' experience preferred.

**J. SKILLS:**

1. Knowledge of diabetes.
2. Knowledge of the Special Diabetes Program for Indians grant.
3. Knowledge of the WIC Program.
4. Knowledge of State Laws and Tribal Policies.
5. Knowledge of principles and practices in nutritional counseling.
6. Professional interpersonal relationship skills.
7. Proficient computer skills.
8. Strong organizational skills and the ability to work independently.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** The RDN may be exposed to biohazard materials for which the employee is trained on personal protective equipment.
3. **Physical Requirements:** Sitting, standing, walking, and occasional lifting required.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Registered Dietitian/Nutritionist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, Hepatitis B, and Td/Tdap at the time of employment and submit to a TB test and FIT testing. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed \_\_\_\_\_  
**Tribal HHS Administrator** **Date**

Previously signed \_\_\_\_\_  
**Human Resource Director** **Date**