

Food Outreach
Registered Dietitian-Full Time
Position Description

Agency Summary: Food Outreach is the only St. Louis area organization and non-profit whose mission is to provide nutritional support and enhance the quality of life of men, women and children living with HIV/AIDS or cancer. Food Outreach provided a nutritious combination of prepared meals and groceries, year round, to our clients. Clients may choose from the types of foods that will best serve their needs, based on their current health status. It is our policy to provide equal employment opportunities to all employees without regard to race, creed, sex, sexual orientation, age, disability status, or national origin.

Primary Purpose: The Registered Dietitian provides nutritional guidance to Food Outreach regarding menu planning, food production, sanitation and safety, monitoring quality assurance, providing individual counseling for clients and their caregivers, and group education for volunteers.

Essential Functions:

- Oversee assignment and completion of intakes.
- Responsible for data entry on all new clients.
- Responsible for all documentation of clients / Conduct periodic reviews of client files (minimum annually).
- Create and evaluate new food programs to meet with the changes in the HIV/AIDS community according to MNT guidelines.
- Standardize and evaluate recipes.
- Work with the kitchen manager to develop recipes, and plan cycle menus that meet the special nutritional needs of Food Outreach clients.
- Conduct taste test panels with Food Outreach clients and staff twice per year.
- Ensure food safety standards are being met according to HACCP procedures.
- Assist in completing yearly client satisfaction surveys and review at Quality Management Meetings.
- Perform client outcome measurements and report finding to Development Director.
- Complete nutritional assessments on all new clients entering Food Outreach program and any follow-up with active clients.
- Complete follow-up nutritional assessment on clients at determined to be at high risk.
- Assists with the distribution of Ensure.
- Maintain Food Outreach Access database of nutritional information of Food Outreach clients.
- Conduct monthly nutritional education sessions for clients to promote client health.
- Develops education materials (i.e. newsletter articles and client-focused handouts) for culturally diverse populations.
- Liaison with client's health care providers regarding client's medical conditions, and treatments.
- Coordinate students from area dietetic programs. Work to help in the education of interns.
- Conduct training classes on nutrition and food service topics for clients, volunteers, staff and community groups.
- Participates in agency and other meetings as necessary, including outreach efforts.
- Performs other duties as assigned by the Nutrition and Outcomes Manager and the Director of Client Services.

Standards of professional practice:

HRSA Definition: Medical Nutrition Therapy, including nutritional supplements, is provided by a licensed, registered dietitian outside of an outpatient/ambulatory medical care visit. The provision of food may be provided pursuant to a health care professional's recommendation (i.e. physician, physician assistant, clinical nurse specialist, nurse practitioner, or other health care professional certified in his or her jurisdiction to prescribe medications) and a nutritional plan developed by a licensed, registered dietitian.

- **For specific standards refer to St. Louis Medical Nutrition Therapy Standards of Care (available upon request).**

Knowledge, skills and abilities:

- Knowledge of clinical nutrition with emphasis on nutrition needs of people living with HIV/AIDS and cancer.
- Ability and interest in developing and implementing nutrition education programs, developing tools to measure needs of patients and quality of services.
- Strong interpersonal, individual counseling, oral and written communication skills.
- Excellent organizational and leadership skills. Ability to work independently or as part of a team.
- Knowledge of food service and quality control, including food safety and sanitation.
- Experience with public speaking and conducting presentations.
- Ability to interact with individuals in a culturally diverse environment and varied learning levels.
- Computer literacy.
- Knowledge of the Nutrition Care Process as it relates to the nutrition needs of all clients and ability to apply all steps of the process
- Knowledge of the Assessment, Data, Intervention, Monitoring and Evaluation (ADIME) charting format or willingness to learn format.

Position Qualifications:

- Must be a Registered Dietitian (RD).
- Maintenance of current professional registration required through CDR.
- Maintenance of current state licensure in both Missouri and Illinois.
- Flexible work hours, able to work some evenings and weekends.
- Must possess and maintain a valid driver's license.

Position Time Schedule: This is a full-time position governed by personnel policies related to full-time staff. The Director of Client Services is responsible for setting the schedule.

Line of Authority: This person is directed/supervised and evaluated by the Nutrition and Outcomes Manager.