



Food Outreach Registered Dietitian 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 provides a nutritious combination of prepared meals and groceries, year-round, to our clients. Clients may choose from the types of food that will best serve their needs, based on their current health status.

Primary Purpose

The Registered Dietitian works with Food Outreach clients to provide individual nutrition counseling and group education for clients and their caregivers. The Registered Dietitian reports to the Director of Program Initiatives and works closely with the Registered Dietitian and Diabetes Educator, Director of Client Services, the Chef, as well as program and development staff to implement and support organization programs and functioning. This is a full-time, in-person position.

Essential Functions

Dietetic and Client Services

- Maintain a client load of Food Outreach clients from referral through program graduation and provide nutrition and disease-specific dietary education.
- Complete nutrition assessments and BIAs with all clients in accordance with program and the Missouri and Illinois Definition of the Standard of Professional Practice for Medical Nutrition Therapy.
- Maintain timely and accurate client records and documentation in Healthie and Access, including intake, ongoing client surveys and interactions, and graduations.
- Support efforts around yearly client satisfaction surveys.
- Develop and distribute nutrition, dietary, and culinary education materials to Food Outreach clients via in-person (1:1, group cooking classes, etc.), telephonic, and written communication (flyers, etc.) incorporating culturally relevant and trauma-informed practices.
- Liaise with client's health care providers regarding client's medical conditions and treatments.
- Provide weekly client data reports to the Director of Client Services and Director of Program Initiatives.
- Maintain Food Outreach's inventory of Ensure.
- Conduct yearly SLAAA ADL assessments as required.
- Conduct SLAAA AgingIS reports as required.

Program Collaboration

- Work with the Chef and RD staff to develop, standardize, plan menu cycles, solicit client feedback on menu options, and conduct nutritional analyses of menu options.
- Conduct taste test panels with Food Outreach clients and staff twice per year.
- Ensure food safety standards are being met according to HACCP procedures.
- Collaborate with program staff to maintain the Access database of demographic information of Food Outreach clients.
- Conducts training classes on nutrition and food service topics as needed for volunteers, staff, and community groups.

Leadership and Community Engagement

- Participate in agency and other meetings as necessary, including outreach efforts.
- Maintain membership in the St. Louis HIV/AIDS Planning Council and provide meeting reports to the Director of Program Initiatives.

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- Engage with community organizations to support service coordination for clients with HIV/AIDS and cancer.
- Manage dietetic interns as appropriate.

Standards of Professional Practice:

Missouri 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 their authority to prescribe medications) and a nutritional plan developed by a licensed, registered dietitian.

For specific standards refer to Missouri and Illinois Medical Nutrition Therapy Standards of Care.

Knowledge, Skills, and Abilities

The Registered Dietitian position is an essential role that provides direct services to Food Outreach clients. This position requires a strong level of nutrition expertise, particularly as diet intersects with health outcomes, including HIV/AIDS and cancer. This position requires strong skills in navigating client relationships and the ability to build rapport. The ability to think creatively to serve clients and utilize a strengths-based mindset is critical. Specific knowledge, skills, and abilities for the role include:

- 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 and 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.
- Comfortable working with computer systems and learning new computer software (Microsoft Access, Healthie, SCOUT, Jotforms, etc.)
- 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.
- Knowledge of the research process.

Qualifications

- 2 – 4 years' experience in community nutrition, diabetes, HIV/AIDS, cancer, and/or similar health-related programming.
- Must be a Registered Dietitian (RD).
- Degree in dietetics, nutrition, or a related field.
- Maintenance of current professional registration required through CDR.
- Maintenance of current state licensure in both Missouri and Illinois.

Special Requirements

- Ability to take on additional tasks as assigned and required by organizational needs.
- Flexible working hours, including periodic evening and weekend hours and activities.
- Occasional travel for community visits, meetings, and conferences.

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- Food Outreach requires all employees to provide proof of being fully vaccinated from COVID-19, with a vaccine approved for use in the United States, prior to their first day of employment.
- Must possess and maintain a valid driver's license.

To Apply: Email a **resume and cover letter** to Katie Simpson, MSW, LCSW, Director of Program Initiatives. No phone calls, please.

Applications received without both cover letter and resume may not be considered.

Katie@foodoutreach.org

Location: Food Outreach, 3117 Olive Street, St. Louis, MO 63103.

Salary and Benefits: \$45,000 per year, health insurance, vision insurance, dental insurance, 403(b), life insurance.

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