



## ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Registered Dietitian	Position Type:	Full Time
Department/Group:	Communications	Job Status:	Exempt
Location:	East Lansing, MI	Expected Hours:	M-F 8:00 a.m. – 4:30 p.m.
Reports to:	Communications Manager	Travel Required:	Some travel required
Level/Grade:	Non Manager	Date last reviewed:	April 2018

### Summary/Objective:

The Registered Dietitian will work closely with the Communications Manager and other department managers in the fulfillment of organizational and departmental goals to provide a high-level of quality of all Child and Adult Care Food Program (CACFP) nutrition-related materials, trainings, presentations, and projects.

### Essential Functions:

- Provide appropriate counseling to child care professionals on the Child and Adult Care Food Program (CACFP) in child care homes and centers.
- Provide counseling and presentations on basic CACFP guidelines of good nutrition, healthy eating habits, and nutrition monitoring to improve quality of life.
- Develop, analyze, and standardize recipes according to CACFP regulations.
- Research, develop, and prepare presentations and materials for educational nutrition trainings, webinars, and workshops.
- Consult with departmental managers to address nutritional needs of the organization's CACFP child care providers, centers, and child care children.
- Research and write various up-to-date health and nutrition articles, handouts, recipes, and tips; provide nutritional content for monthly Potpourri Magazine.
- Travel throughout Michigan and Illinois to provide educational nutrition trainings and workshops in child care homes, centers, and conferences.
- Research, develop, and prepare visual aids, articles, and other materials used in trainings and in teaching.
- Work with Communications Manager to develop social media strategy and content.

### Competencies:

- Effective time management skills.
- Excellent verbal and written skills.
- Demonstrate respect and appreciation for diversity (culturally relevant, non-biased, and accepting of multicultural households).
- Possess knowledge of dietary differences among different ethnic groups.
- Demonstrate the ability to work with low income clients and display respect for all socioeconomic groups.
- Advanced knowledge of community resources in areas served.
- Ability to form and sustain effective relationships with clients, team members, community organizations, and community health and social service providers.

### Supervisory Responsibilities:

- None

### Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

### Physical Demands:

- The ability to kneel, crouch, and manipulate (lift, carry, move) light to medium weight equipment of 20 to 40 pounds.

**Required Education and Experience:**

- Bachelor's Degree in Nutrition or related field.
- Current Registered Dietitian or Registered Dietitian Nutritionist in good standing with the Commission on Dietetic Registration.
- Advanced proficiency with Microsoft Office (including: Word, PowerPoint, Publisher, Excel, and Outlook).
- Some experience with Adobe InDesign.
- Minimum of one year professional experience in the medical or nutrition field.
- Outstanding public speaking and public relation skills.
- Valid driver's license with daily access to a reliable form of transportation and auto insurance.
- Must be able to travel statewide in Michigan, with occasional trips to Illinois.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with our without notice.

Approved by:

Signature:

Date:

Print:

Accepted by:

Signature:

Date:

Print: