Sample Job Description

Local Service Provider Registered Dietitian Nutritionist

# Introduction

Section 339 of the Older Americans Act (OAA) requires state units on aging (SUAs) to employ the expertise of a registered dietitian in planning nutrition services or, if a dietitian is not available, an individual with education and training that is comparable to a dietitian. In addition, the OAA requires that local nutrition service providers solicit the advice of a dietitian or individual of comparable expertise. If the area agency on aging (AAA) is also the direct nutrition service provider, the AAA would need to meet this requirement. Dietitians can provide direct services, such as nutrition counseling, as well as assist in developing practice and science-informed policies, procedures, guidance, and technical assistance.

This form is designed to assist local service providers who hire a dietitian or person of comparable expertise for the administration and planning of OAA Title III-C Senior Nutrition Program services. Areas highlighted in [yellow] require entry of specific information. Use of this form is voluntary. Review and customize this sample job description to your organizational needs.

# Job Title: Local Nutrition Service Provider Registered Dietitian Nutritionist (RDN)

## Reports to: [Agency Director]

## Position summary

The RDN performs a wide variety of nutrition and regulatory related duties for the [service provider name’s] Senior Nutrition Program. The RDN is responsible for developing and analyzing cycle menus, ensuring nutrition risk screening is complete, providing nutrition education, offering nutrition counseling services, and making related referrals for congregate and home-delivered meal (HDM) programs. The position provides training for staff and volunteers. Programs operate in accordance with OAA Title III-C Nutrition Program standards and are monitored by [local service provider name].

## Requirements

### Minimum requirements

* Current registration as an RDN with the Commission on Dietetic Registration.
* Licensed dietitian (as required by [state] law).
* Current food safety manager certification or ability to obtain within 90 days.
* At least two years’ experience working with older adults and their nutritional needs and the ability to screen for malnutrition and food insecurity.
* At least one year’s experience in food service management.
* Ability to plan and develop menus that are well balanced, nutritious, and comply with federal, state, AAA, and local policies.

### Preferred requirements

* One year of experience providing nutrition services to older adults or adults with disabilities.
* Knowledge of state and federal nutrition assistance programs.
* Strong technical writing skills.
* Experience with public speaking.
* Medical billing.

## Responsibilities

### Menu Planning

* In collaboration with the kitchen manager and chef, plan cycle menus that are appealing to program participants.
* Ensure menu compliance with nutritional requirements in accordance with SUA, AAA, and local policies and procedures:
  + Ensure the Dietary Reference Intakes requirements are met.
  + Ensure that meals comply with the most current version of the Dietary Guidelines for Americans.
* Oversee the modified texture and therapeutic diet programs to ensure medically appropriate nutritional content and texture requirements are met.
* Assist the kitchen manager and chef with standardizing recipes and determining adequate supply levels.
* Develop or use state or AAA provided food specifications and menu substitution lists.

### Nutrition Education

* Development
  + Develop, implement, and evaluate a nutrition education plan that is based on the surveyed needs of congregate and HDM participants.
  + Source or create nutrition education materials (such as handouts, newsletters, displays, social media posts, and in-person or virtual presentations and demonstrations).
  + Conduct an annual needs assessment using intake data and participant input to determine nutrition education needs and interests of congregate and HDM participants.
* Education Delivery
  + Nutrition education shall be provided a minimum of [times] per year to congregate meal program participants in accordance with requirements set forth by the SUA, AAA, and local policies.
  + Nutrition education shall be provided a minimum of [times] per year to HDM program participants in accordance with requirements set forth by the SUA, AAA, and local policies.
  + Ensure site managers, volunteers, and other individuals leading nutrition education sessions have been trained on the material and can provide accurate answers to basic questions.
  + Provide nutrition education and food safety information for participants in languages other than English as required by the SUA or AAA.
* Evaluation and Reporting
  + Develop an evaluation component for each nutrition education session and ensure it is completed. Analyze results to improve nutrition education services.
  + Ensure nutrition education sessions are reported correctly in the state reporting.

### Nutrition Screening, Nutrition Assessment, and Counseling

* + Ensure nutrition screening is completed for eligible participants and included in program data reports.
  + Provide nutrition assessment and counseling to individuals identified at high nutritional risk as indicated and desired by phone, virtually, or through home visits.
  + Measure outcomes and consumer feedback regarding nutrition assessment and counseling services.

### Program Related Responsibilities

* Provide technical assistance and oversight to congregate meal sites and HDM packing sites on programmatic and food safety requirements, including but not limited to:
  + Use of standardized recipes and portion control.
  + Proper inventory levels, labeling of foods, and stock rotation.
  + Temperature monitoring and documentation of food, meals, and equipment.
  + Meal assembly, packaging, and delivery procedures.
  + Sanitary delivery of HDMs, including driver techniques, such as the handling of meals and carriers.
  + Condition of equipment (e.g. tables and chairs are sturdy and appropriate for older individuals).
  + Equipment service reports are up to date.
* Conduct client satisfaction surveys of program services.
* Use results of AAA monitoring and local program evaluation activities to plan in-service education topics for staff and volunteers and develop program enhancements and innovations in delivery of services.
* Use AAA-provided materials or develop in-service education materials for food service staff and volunteers.
* Through partnerships or directly, develop or enhance programs to screen for food insecurity and malnutrition and refer individuals for nutrition counseling or other internal and external services identified as helpful.
* In collaboration with the program staff, develop or revise nutrition program related policies and procedures.
* Participate in service plan development related to nutrition services.
* Participate in recruiting nutrition advisory board members that are knowledgeable regarding the needs of older adults.

### Data and Reports

* Ensure nutrition program client records are updated, accurate, and stored in a confidential manner.
* Review nutrition program reporting data in coordination with the kitchen manager, including Nutrition Services Incentive Program (NSIP) meals and use of NSIP funds.
* Submit program records and inspection reports to management ensuring compliance with:
  + OAA Title III-C nutrition standards and applicable local, state, and federal regulations.
  + State food safety and sanitation and local health department requirements for sanitary preparation of meals.
  + Prepare year-end report on nutrition services provided, outcomes, and inspection results.

### Additional Responsibilities

* + Serve as a liaison on nutrition issues with the AAA.
  + Collaborate with local universities and technical programs to support placement and oversight of dietetic interns and education-related learning experiences for high school and college students.
  + Serve as a liaison to the state and local dietetic associations and community health care organizations to recruit volunteers, identify potential grant partners, and raise awareness of the nutrition program.
  + Identify and monitor sources of grant funding for the nutrition program and assist with applications and implementation of grants.
  + Attend meetings and conferences as approved by the program director.
  + Assist with special projects as defined by the program director.
  + Assist with meal delivery when volunteer callouts make it necessary for staff to deliver.