



You'll feel better inside.

**Title:** Bilingual Community Oncology Dietitian (30 hours a week, benefits eligible)

**Department:** Program

**Reports to:** Nutrition Programs Manager

**General Job Function:**

This position is responsible for coordinating and facilitating innovative Nutrition Programs at Wellness House in Hinsdale and our partner locations. This position facilitates nutrition classes and individual nutrition consults (in both Spanish and English) for people affected by cancer.

**Principal Job Duties and Responsibilities:**

1. Nutrition Program (80%)
  - Schedule and conduct individual nutrition consults as requested by participants or as referred by Program Manager or Program Staff. This includes assistance in triaging participants, conducting the consultation, documenting outcomes in MBO, assisting individual participants in setting nutrition related goals and recommending appropriate Wellness House classes.
  - Conduct nutrition classes as determined by Program Manager and cover for absences of other nutrition program staff as needed or requested.
  - Identify opportunities for new and innovative programming surrounding nutrition-focused programs.
  - Works with team to develop, support, implement and champion diversity, equity, and inclusion initiatives in order to provide quality programs to diverse communities.
  - As needed, recruit, interview, and recommend new volunteers, interns and contractual staff for nutrition programs.
  - As needed, develop program policies and procedures specific to Nutrition Programs including the purpose, eligibility criteria, and method for participant goal setting and program evaluation
  - Ensure kitchen is in good working order, including maintenance of equipment, availability of supplies, and adherence to infection control practices. Work with Facility Team to scheduled semi-annual cleaning of kitchen and annual maintenance of kitchen appliances.
  - Supervise nutrition-based volunteers and interns to ensure they are properly informed of Wellness House policies and procedures, aware of how to maintain attendance records for nutrition classes, and have on record at Wellness House current documentation of licensure and credentials in their area of expertise.

- Work with other program staff, volunteers and interns who deliver nutrition-focused programming to ensure programs serve their intended audience and meet their intended program goals.

## 2. Program Administration (10%)

- Attend regularly scheduled Nutrition Program Staff Meetings.
- Record class registration and attendance in MBO
- Enter participant efforts into MBO as appropriate for programs or services delivered in a timely fashion.
- Participate in the evaluation of programs as requested by the Wellness and Education Programs Manager.
- Report to Facility Team in a timely manner any observations of malfunction or inadequacy of the Wellness House facility such that it would compromise the safety of staff and/or participants, as well have a negative impact on the delivery of Wellness House programs.

## 3. Other (10%):

- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform general office tasks and other duties as assigned.

### Attendance at Meetings Required:

- All Staff meetings (monthly)
- Departmental team meetings (monthly or as needed)
- Group Supervision (weekly)

### Attendance at Events Required:

- Annual Walk (a work assignment will be given)
- Holiday Party (a work assignment will be given)
- Hot Topics in Breast Cancer (a work assignment will be given)
- 3 additional program events annually (usually an evening or Saturday. A work assignment will be given)

## **Performance Measures:**

- Nutrition Consults will be scheduled within 72 hours after requested depending on participant availability to schedule
- Program efforts will be entered within 72 hours after program is delivered.
- All new nutrition volunteers and interns will be oriented to policies and procedures and Wellness House facility prior to offering program or services at Wellness House.
- Ensure adequate utilization of facilitated groups and classes as set forth in the annual Program Plan.

- Conduct classes and consults in a manner that is consistent with the philosophy and values of Wellness House.
- Complete timely follow up goal tracking and documentation with new participants.
- Active participation in group meetings.

**Position Qualifications:**

Education: Bachelor's degree or higher in nutrition-related field; Registered Dietitian and Certified Specialists in Oncology (CSO) preferred.

Job Experience: 1-3 years' experience. Prior experience delivering nutrition-related services such as nutritional programming or cooking classes. Experience working with a medical patient population, ideally with a cancer patient population. Experience coordinating class and staff schedules.

Special Knowledge & Skills: Bilingual (Spanish/English) required; solid understanding and appreciation of the fundamental principles of safe nutrition programming for cancer population; general computer skills, including knowledge of Microsoft Office Products such as Word and Excel; good interpersonal and organizational skills.

Demonstrated Competencies: Ability to develop and implement creative and innovative nutrition-based programming for people dealing with a cancer diagnosis; high level of cultural competency; passionate about equity and inclusion; ability to communicate effectively both verbally and written; ability to collaborate with peers and provide constructive feedback to others.

Wellness House is an EOE.

**To apply, please send cover letter and resume to [cmixa@wellnesshouse.org](mailto:cmixa@wellnesshouse.org)**