

# Community Oncology Dietitian

Department: Program  
Reports to: Nutrition Program Manager  
Supervises: Department Interns and Volunteers as directed by Program Manager  
Status: 30 hours week, salaried, exempt, benefits-eligible; Two evenings per week, one Saturday per month preferred

## Summary of Position

This position is responsible for coordinating and facilitating innovative Nutrition Programs at Wellness House in Hinsdale and our partner locations. In addition, this position facilitates nutrition classes, cooking programs and individual nutrition consults for people affected by cancer.

## RESPONSIBILITIES (100% Program Responsibilities)

### Nutrition Program Direct Service with Participants (Approximately 80%)

- Schedule and conduct individual nutrition consults requested by participants or referred by the Program Team, including participant triage, consult facilitation, MBO documentation, nutrition-related participant goal setting, and participant referrals to appropriate Wellness House programs.
- Conduct nutrition classes as determined by the Program Manager and cover for other nutrition program staff absences 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 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 the kitchen is in good working order, including maintenance of equipment, availability of supplies, and adherence to infection control practices. Work with Facility Team to schedule semi-annual cleaning of kitchen and annual maintenance of kitchen appliances.
- Supervise nutrition-based volunteers and interns to ensure they are appropriately informed of Wellness House policies and procedures, aware of maintaining attendance

records, and have current documentation of licensure and credentials in their area of expertise on record with Wellness House.

- 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.
- Travel required through Chicagoland area for program delivery.

### **Program Support** (Approximately 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 and Program Manager promptly any observations of malfunction or inadequacy of the Wellness House facility that would compromise the safety of staff or participants or negatively impact the delivery of Wellness House programs.

### **Other** (Approximately 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 (work assignment will be given)
  - Holiday Party (work assignment will be given)
  - Hot Topics in Breast Cancer or assigned Spring Event (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 visits and documentation will be entered in MBO within 48 hours after program is delivered.
- All new nutrition volunteers and interns will be oriented to policies and procedures and Wellness House facility before offering programs or services at Wellness House.
- Ensure adequate utilization of facilitated groups and classes as outlined 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 and Licensed Dietitian; 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: 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. Ability to handle multiple projects at once, work independently, self-motivated and task orientated.

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.

Wellness House requires all staff to be vaccinated against COVID-19, subject to limited exceptions.

**Last Edited by:** Maigenete Mengesha, Director of Programs

**Date:** May 9, 2022