Employment Opportunity – Registered Dietician Consultant

Posted Date: December 17, 2019
Deadline Date: Open until filled

Position Title: RD CONSULTANT
Reports To: Health/Nutrition Coordinator
Department: Nutrition Services
Employment Status: CONSULTANT
Work Location: Foundation for ECE Main Office & Sites

Rate of compensation varies between $50-$55 an hour based on qualifications of education and experience.

I. PROGRAM SUMMARY
Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years in Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, East Los Angeles, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child’s development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child’s cognitive, physical, social emotional growth, and development.

II. SUMMARY OF DUTIES
Under the supervision of the Health/Nutrition Coordinator, the RD Consultant will be responsible for the following:

- Review nutrition screenings and assessment forms for children identified with Nutrition concerns within the required timelines
- Review medical statements as it pertains to food allergies
- Develop individual care plans for children identified with food allergies including those taking medication for the allergy
- Provide intervention methods based on the diagnosis.
- Contact families and/or physicians when determined there is concern with the child.
- Conduct parent trainings at sites on topics identified through children’s assessment results and/or Health/Nutrition Coordinator request.
- Meet with parents at site or home as needed to complete Nutrition Assessments
- Review menu
- Enter completed assessments into Child Plus
- Complete quarterly Nutrition Report
- Conduct training with Family Service Associate on topics related to Nutrition and the referral process and identifying concerns.
Job Announcement for: RD Consultant

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Registered Dietitian license and a bachelor’s degree in nutrition, public health, dieticians, health/nutrition education, health administration, maternal and child health, or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Experience: Minimum 3 years’ experience in health/nutrition services administering or providing direct services to children between the ages of 0-5 years old.

Knowledge and Skills:
- Expertise in nutrition services, food service management, CACFP requirements, and experience working with families and children on topics related to nutrition health.
- Strong computer skills, with experience working on a database system, preferably Child Plus
- Bilingual: English/Spanish Preferred
- Strong communication skills

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required and must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Child Abuse Central Index, and Megan’s law prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver’s license, or have available transportation.
- Proof of Liability Insurance
- Proof of RD License
- Proof of Degree

Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.
VI. APPLICATION PROCEDURES
Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Suite 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Resume
2. And any other pertinent documentation as deemed necessary