



Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

DIETICIAN

PART TIME, EXEMPT

GRADE: 20

Effective 7/1/18 (revised 9/9/24, 1/14/26)

The mission of the Agency on Aging Area 4 (AAA4) is enriching the lives of older adults and people with disabilities by **FOSTERING** networks of support, **ADVOCATING** for individual choice, **COLLABORATING** with others, **ENSURING** equity, and **STRIVING** to do so with conviction.

Formed as a Joint Powers Authority to serve Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties, AAA4 is a Public Agency with non-profit status. Funded by monies from the Older Americans Act (OAA) and various grants, AAA4 creates, supports, and monitors a wide variety of programs for older adults and people with disabilities designed to help them maintain their health and independence. In 2023 the Agency celebrated 50 years of delivering its mission of supportive service to its communities.

AAA4 shares responsibility for the delivery of the services of various Aging and Disability Resource Connections (ADRCs) and is committed to providing warm handoffs to those who reach out for assistance, embracing the No Wrong Door philosophy of client care.

DIETICIAN

Grade 20, Exempt

Under the general direction of the Program Administrator the Dietician has primary responsibility for designing, implementing, facilitating, monitoring, and evaluating the Older Americans Act Title III-C nutrition services and nutrition education programs of the Agency. Using a holistic approach to nutrition education, disease prevention, and health promotion, the Dietician provides technical assistance to nutrition service providers and Agency staff aimed at addressing budget preparation; food cost accounting; purchase of equipment, materials, and supplies; design of food preparation and storage facilities; compliance with sanitation and safety standards; preparation of dietary policy/procedure manuals and protocols; and evaluation of nutrition education services. The Dietician develops, evaluates, and revises programs and educational materials and ensures that the information is current, evidence-based, and culturally appropriate. The Dietician conducts onsite assessments of nutrition programs, submitting reports of findings and any recommendations for program improvements to ensure compliance with Title III-C and other applicable federal, state, and Agency requirements.

General knowledge, skills, and abilities

- Understanding of the normal aging process and the common needs/concerns of older adults, people with disabilities, and their caregivers
- Familiarity with the Older Americans Act and Title 22 of the California Code of Regulations
- Ability to communicate effectively and professionally in person, electronically, and/or by telephone
- Excellent organizational and time management skills
- Ability to identify concerns, assess, and problem solve with the general public, stakeholders, fellow employees, and volunteers, to ensure a satisfactory resolution of requests for service
- Computer skills to maintain and report data, work with web-based systems, use Microsoft Office 365 (Windows, WORD, Outlook, Excel, Access, and PowerPoint), use Microsoft Teams, and work in Adobe Acrobat and DocuSign

- Ability to perform, organize, and prioritize work independently in the accomplishment of a wide variety of duties
- Ability to work as a member of a team to assure project completion within defined timelines
- Ability to establish and maintain working relationships with individuals from diverse backgrounds
- Ability to work on-site, to telecommute, to work in the field, and attend special events or off-site training and conferences that also may require travel that includes overnight, out-of-town lodging
- Ability to operate with a high level of discretion and strictly adhere to confidential information policies and procedures
- Ability to be flexible and resilient in the face of competing demands and changing deadlines

Job specific knowledge, skills, and abilities

- Knowledge of the full scope of Title III-C of the Older Americans Act and its authorized programs
- Knowledge of the range of disease prevention, health promotion, and nutrition support services targeting older adults and people with disabilities
- Skilled at establishing productive working relationships with multidisciplinary teams and support services
- Skilled at explaining mandated requirements and assisting providers and educators in developing and delivering services while maintaining compliance with established policies and procedures
- Ability to conduct detailed assessments of nutrition services and education programs, provide direction and recommendations, and document results
- Knowledge of data collection protocols for assessing the effectiveness of nutrition services and education programs addressing disease prevention and health promotion and other health initiatives
- Skilled at preparing and presenting educational materials and program performance reports
- Skilled at accomplishing a variety of assignments with a great deal of independence while working in an environment that requires high levels of collaboration to be successful

Additional requirements

- Required to successfully pass a background check which includes fingerprinting
- Required to be a Mandated Reporter
- Required to maintain the licensure/certification required of the position for the duration of employment with the Agency
- Required to participate in developing and evaluating the Agencies RFPs concerning nutrition services.
- Required to participate in Area Plan development related to nutrition services.
- Required to have, if driving on behalf of the Agency, a valid California Driver License, have regular access to a passenger vehicle, and to maintain proof of current automobile insurance
- Required to be accessible electronically during work hours if working away from the office

Employment Qualifications

Education: Possession of a Master's degree in foods and/or nutrition and the equivalent of at least 3 years of experience directly related to food service administration and/or elderly nutrition programs.

License/Certification: Registration with the Commission on Dietetic Registration (CDR) required. Bilingual and biliterate preferred, but not required.

Physical demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, twist, and stoop; use hands and arms to grasp and reach; to talk and hear. The employee must occasionally lift and/or move up to 50 pounds (NIOSH application). Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.