



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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E-mail: ntc@ninilchiktribe-nsn.gov

ninilchiktribe-nsn.gov

JOB VACANCY: DIETITIAN

ANNOUNCEMENT DATE: June 28, 2024

CLOSING DATE: When Filled

POSITION TITLE: Dietitian

POSITION BEGINS: When Filled

POSITION TYPE: Part Time: Classified @ 16 hours/week

SALARY: DOE

POSITION SUMMARY: Within licensed authority, provide medical nutrition therapy and education for patients with diabetes and other chronic diseases, for both Indian Health Service (IHS) Beneficiaries and the public in either group settings or individual sessions at all of the Ninilchik Traditional Council Community Clinics (NTCCC), Homer, Anchor Point and Ninilchik, as needed. Patients include maternity, pediatric, elderly people with Diabetes, Eating disorders and all other categories.

JOB DUTIES:

- Performs assessment and develops and implements medical nutrition therapy plan for individuals and groups in an outpatient setting.
- Reviews medical records, institutes nutrition plan/education, performs follow-up, and alters plan as needed to assure positive outcomes.
- Consults with the primary care provider regarding specific plans, diagnoses, and other professional matters.
- Stresses preventative measures to avoid future health problems as well as stressing the need for patient compliance with nutrition plan.
- Provides nutrition consults/education training during normal clinic hours at 8 hours per day (9AM – 5 PM, but hours may vary depending on classes and clinic locations) two (2) days per week at each one of the NTCCC clinics in Homer, Ninilchik, and Anchor Point.
- Distribution of knowledge related to health and wellness activities as they related to weight management and diabetes management and prevention.
- Integrates factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering, monitoring, and evaluating client care promoting the most effective and efficient use of human and financial resources.
- Collaborates with other team members to share and establish best practice for the clinic.
- Develops nutrition plans efficiently while keeping the patient informed and being sensitive to the patient's comfort during the treatment.
- Sets the expectation with the patient by listening to their concerns and addressing those that can be addressed and informing the patient of the course of action to follow for other health concerns.

- Listens for clues that the patient needs additional assistance in understanding the plan or in carrying out the plan.
- Devises and proposes changes and innovations to achieve more effective working relationships and improve performance and services provided and connections with other departments.
- Adheres to agency policy regarding documentation and medical records procedures.
- Fulfills requirements for client reimbursement including obtaining prior authorization, continued care authorization and billing documents.
- Other duties as assigned or directed by the NTC Tribal Health Director or NTC Executive Director.

This position will follow the NTC/Ninilchik Community Clinic’s HIPAA policies and procedures. Any breach in confidentiality will lead to termination.

STATEMENT OF QUALIFICATIONS:

- Two years active experience preferable
- Current Alaska License as a dietitian, with CDR credential. Prefer applicant who has a year of experience working in a rural setting and has experience with the IHS system.
- Basic Life Support (BLS) certification
- Must possess a valid Driver’s License and transportation.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and ability to work with Electronic Health Records.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Director All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting