

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: FOOD FARMACIST CARE COORDINATOR/REGISTERED DIETITIAN NUTRITIONIST (RDN)
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: HRSA COORDINATOR
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY: The Food Farmacist Care Coordinator (FFCC) will work to engage patients and enroll them into the grant-funded Food is Medicine Produce Prescription Program. The Food is Medicine Produce Prescription Program will increase patient access to fresh fruits and vegetables by providing monthly food vouchers to eligible patients. The FFCC will lead recruitment, enrollment, and engagement for patients during the program to connect patients to services. The FFCC will also plan, develop, and implement nutritional care plans and education for healthy eating for program participants.

ESSENTIAL FUNCTIONS:

Recruitment and Enrollment (20%)

- Develop and implement screening tool to identify eligible program participants.
- Develop referral process to enroll patients into the Produce Prescription Program and conduct trainings for healthcare providers and workshop facilitators.
- Develop and implement process for regular participant check-ins to understand how patient successes and barriers and improve patient satisfaction and usage of the program.

Patient Engagement/Health Coaching (30%)

- Monitor and encourage participants to utilize food vouchers to purchase fresh fruits and vegetable. Connect with patients to understand barriers and provide consultation to maximize program benefits.
- Provide Health Coaching to help participants achieve their health goals.
- Lead Grocery Store and Farmers Markets tours for program participants.
- Engage patients in the importance of regular primary care and connect patients to services to support the overall health.
- Create a list of available food assistance programs to share with program participants and engage patients to build awareness of available resources.
- Enroll program participants into LCTHC Diabetes classes such as Cooking Matters, Diabetes Prevention Program and Diabetes Self-Management.
- When needed, support LCTHC Diabetes Class Facilitators in preparation, facilitation, and transportation.
- Work with Program Evaluator to develop a tracking system to monitor primary care visits, dietitian consultations, and emergency room visits among participants.
- Work with Evaluator and Project Coordinator to develop survey tool and procedure for data collection.

- Work with patients to complete pre-post surveys to measure improvements in food security and dietary health.

Nutrition Therapy (40%)

- Educate and advise a wide range of patients on the practical ways in which they can improve their health by adopting healthier eating habits
- Provide nutritional services to specialized groups such as Pediatrics, prenatal and postpartum women, people living with obesity, prediabetes, diabetes, and other chronic health diseases
- Perform Intensive Behavioral Therapy for obesity and Chronic Care Management
- Write reports and case notes utilizing the Electronic Health Record
- Maintain accurate records and case management

Other Team Projects (10%)

- Assist team in LCTHC Diabetes and Tobacco Team led community events such as Kwa Xho Community Garden Blessing, Gathering of Native Americans (GONA), and Walk to Wellness.
- Other duties as assigned by HRSA Coordinator or Diabetes and Tobacco Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Valid certification as a Registered Dietitian
- One or more years of experience in community nutrition
- Bachelor's Degree in nutritional sciences, public health, or other related field
- Community Engagement experience
- Experience working with tribal communities
- Experience in assessing nutritional needs of individuals or community groups, developing therapeutic diet plans, and teaching the effects of nutrition on health
- Valid Driver's license.
- Experience with the use of computers, email, texting and social media.
- Willing to travel throughout Lake County and out of area for business purposes. Classes and events may be held at LCTHC offices and/or off-site. Offsite locations will include the Rancherias of the 6 local federally-recognized Native American tribes.
- Willing to work full-time. Regular work schedule with some flexible work hours as approved by Manager to help support evening and weekend workshops or community events.
- Ability to maintain confidentiality based on LCTHC HIPAA requirements (see additional detail below).

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility:

Approximately 25% of time is spent working at a desk (should this % be less?). Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:

LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description.

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date