



the **Aliveness** project

# **JOB POSTING**

## **REGISTERED DIETITIAN**

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded 30 years ago, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

### **Responsibilities:**

- Develop and implement nutrition care plans for individual clients following NCP protocol.
- Plan and conduct group events (educational workshops, cooking classes, etc.) related to HIV and nutrition.
- Maintain client records and files according to [Ryan White service standards](#), collect required documentation from clients, chart progress using ADIME format, process information for program reports and invoicing.
- Implement quality improvement strategies; document and report on key program indicators.
- Attend monthly staff meetings and other events/trainings as required.
- Participate in Staff Liaison roster, ensuring safe and welcoming space for members and staff.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Respect for HIPAA-protected client information; appreciation of data privacy issues.
- Skills in applying motivational interviewing and other techniques to support health behavior change.
- Ability to manage client caseload while meeting documentation and program reporting requirements.
- Strong and timely communication skills with both clients and with other health professionals for care coordination.
- Appreciation of and commitment to racial equity and gender inclusion in all aspects of work. Ability and desire to work with a diverse population.
- Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- Bilingual Spanish/English preferred.

**Education:** Bachelor's Degree in Nutrition/Dietetics required.  
Dietetic Registration and Minnesota Dietetic Licensure required.

**Experience:** At least six months of dietetics practice required; 2+ years preferred. Experience working with populations impacted by HIV/AIDS and other chronic illnesses. Previous work with individuals experiencing health disparities and/or mental and chemical health issues preferred.

**Hours:** 40 hours per week (Monday-Friday 9am-5pm), including occasional evening and weekend hours.

**Compensation:** Salary range \$46,000-52,000 depending on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

**Position open until 5pm Monday May 21, 2018. Please direct resumes and questions to Arissa Anderson, Nutrition & Wellness Program Director, at [arissa@aliveness.org](mailto:arissa@aliveness.org)**