



**Public Health**  
Prevent. Promote. Protect.  
Dayton & Montgomery County

## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

### POSITION AVAILABLE

**Position:** Project Manager/Registered Dietitian

**Department:** Healthy Lifestyle

**Office:** Health Promotion

**Posting Date:** November 27, 2018

**Hours:** Full-time, M - F 8 am - 4:30 pm

**Starting Salary:** \$26.79/hour; \$55,723.20/Annual

#### **Minimum Qualifications:**

- Bachelor's degree in Nutrition and valid certification as a Registered Dietitian
- Current License Certificate from the Ohio Board of Dietetics with five years related experience
- Current Valid Ohio driver's license and access to a motor vehicle
- Registered Dietitian must accrue 75 ADA approved hours of Continuing Education credits during each five-year registration period.
- Must be willing to become a Certified Diabetes Educator within one year of employment

#### **Responsibilities include but not limited to:**

- Directs the development of community Diabetes focused nutritional programs; Provides guidance and assistance to staff in developing health promotion strategies with a focus on nutrition and Diabetes management
- Performs assessments and data collection; Develops and conducts individual/group Diabetes education and self-management training; Provides nutritional counseling for weight control and disease management
- Obtains, reviews and analyzes information in collaboration with health care providers to monitor and evaluate patient responses to intervention; Follow-up with patients when necessary
- Serves as program liaison and collaborates with community service agencies to locate services to refer clients; Develops local partnerships to broaden the response to healthy outcomes and health inequities
- Attends outreach activities and Health Education programs to promote the program
- Interviewing applicants and recommending candidates for hire
- Supervising activities of assigned staff including:
  - Determining staff's goals and objectives and monitoring/approving leaves; Conducting performance evaluations
  - Handling disciplinary issues as necessary
- Continually evaluating and assessing the needs of the Diabetes and Health Education program and making recommendations
- Oversees and assists with the development of measurable outcomes and establishes outcome criteria; Reviews periodic program reporting and insures program compliance with grant guidelines and requirements
- Prepares grant applications, and monitors program budget and expenses; Determines availability of special funding and reviews/ approves documents
- Audits and reviews charts for documentation accuracy
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

#### **How to apply:**

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)
- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** December 13, 2018 or until position is filled

#### **Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addictions on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

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HIRING A DIVERSE AND INCLUSIVE WORKFORCE**