



## **Open Arms of Minnesota Job Description: Nutrition Specialist, Registered Dietitian**

### **Organizational Summary:**

**Open Arms of Minnesota (OAM)** is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 1,100 clients, caregivers and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit [www.openarmsmn.org](http://www.openarmsmn.org)

**Open Date:** December 26<sup>th</sup>, 2018

**Closing Date:** Until filled

### **Position Overview:**

OAM is hiring a registered dietitian to lead a new project that we are undertaking with a health insurance company. This full-time, salaried position contributes to the fulfillment of Open Arms' mission by managing the various aspects of the partnership, including recruitment, onboarding, reporting, and providing nutrition services to clients. The registered dietitian will play an important role in the success of this project, which will allow the reach of our meal delivery services to increase throughout the state of Minnesota. This position will also support the OAM Nutrition Department in their regular program activities, including nutrient analysis of meals, supervising dietetic interns, and developing nutrition education materials. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms, and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

### **Primary Job Responsibilities:**

- Recruit eligible clients for meal delivery and nutrition education services.
- Conduct intakes and nutrition assessments with clients.
- Provide accurate and useful phone and video nutrition education in a timely manner to clients requiring information and additional support.
- Manage nutrition project details and keep excellent, accurate records of all work.
- Work collaboratively with other staff to identify specific nutrition needs of clients.
- Provide nutrition tips and advice on menus and other programs and events as needed.
- Develop written nutrition information such as worksheets, flyers, letters, surveys, evaluation, etc for clients throughout service.
- Assist clients with transitioning off meal deliveries by providing nutrition resources at the end of service.
- Provide nutrition tips and advice on menus and other programs and events as needed.
- Mentor dietetic interns to ensure good use of interns' time and talents and provide them

with satisfying experiences.

- Provide nutrition information and data as needed for reporting and grant proposals.
- Provide nutrient analysis of meals when needed.
- Assist in additional food or nutrition related projects as needed.
- Provide backup delivery to clients if needed.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude at all times.
- Support OAM at events when requested.
- Other duties as assigned.

### **Requirements:**

- Registered Dietitian; 2+ years relevant work experience.
- Licensed in MN.
- Excellent work references.
- Public health background preferred.
- Ability to communicate verbally and in writing in Spanish preferred.
- Ability to communicate verbally and in writing in English.
- The drive and motivation to take on new projects and help them succeed; strong ability to learn new techniques and skills.
- Excellent communication and human relation skills and personal presence that garners respect from clients, volunteers and the community at large.
- Good understanding of the nutrition needs of the elderly and people with chronic and life-threatening illnesses.
- Familiar with using nutrition analysis software such as Food Processor.
- Ability to work independently and as a team member.
- Demonstrated ability to create, lead and motivate a team.
- Strong organizational and project management skills, ability to multi-task and work in high pressure setting.
- Ability to think strategically, creatively and proactively.
- Billing experience preferred.
- Knowledge of computer programs including Microsoft Office.
- Valid Minnesota driver's license.
- Flexibility with schedule and assigned tasks; ability to work occasional evenings and weekends. Willingness to participate in a wide-array of tasks that help support the overall mission of OAM (examples may include providing backup delivery to clients, or assisting with events such as Cook-A-Thon, Blizzard Box Blitz, Moveable Feast, and Thanksgiving turkey deliveries).
- Sensitivity to diversity and able to work respectfully with wide array of coworkers and members of the community.
- A passion for the mission and values of Open Arms.

### **Physical Requirements:**

- Able to operate standard office equipment (such as telephone, computer, printer and copy machine), set up tabletop displays and speak at events
- Able to lift delivery bags, meal contents and other needs within programmatic areas
- Able to sit for long periods of time.
- Able to work on feet for long periods of time.

- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.

**Reports to:** Nutrition Services Manager

**Pay Rate:** \$41,600-43,680

**Location:** 2500 Bloomington Avenue S  
Minneapolis MN 55404

**Hours:** 40 hours per week

**To Apply:** Please send resume and cover letter detailing pertinent experience to:

- OAM HR Email: [Jobs@openarmsmn.org](mailto:Jobs@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

**Benefits:** This position is eligible for an excellent, comprehensive benefits package, including medical/life/STD/LTD insurance, holidays and personal time off (PTO). An employee-paid dental plan and 401K is also available.

**Open Arms of Minnesota** is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, size, physical ability or socioeconomic status. We encourage diverse candidates to apply for this position.

**Equal Opportunity Employment**