



**Open Arms of Minnesota Job Description:
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: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. 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.

Position Overview:

OAM is hiring a registered dietitian to provide nutrition counseling and education to our clients living with life-threatening illnesses. This full-time, salaried position works closely with our nutrition and client services departments and contributes to the fulfillment of Open Arms' mission by providing evidence-based nutrition information and medical nutrition therapy to clients with varying health needs. The registered dietitian will play an important role in enhancing the health outcomes of clients while receiving our medically tailored meals. 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.

To learn more, visit www.openarmsmn.org

Open Date: May 6th, 2025

Closing Date: Until filled

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Primary Job Responsibilities:

- Provide accurate and useful phone and video nutrition counseling and education in a timely manner and as needed for clients.
- Conduct intakes and nutrition assessments with clients.
- Prioritize clients appropriately based on nutritional risk.
- Assist with the recruitment of clients for nutrition counseling services.
- Ensure proper documentation of client interactions following the Nutrition Care Process in Client Track database.
- Work collaboratively with other staff to identify specific nutrition needs of clients.
- Provide input on menu development based on feedback from clients.
- Develop written nutrition information such as handouts, 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.
- 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.
- Give nutrition presentations to local community organizations virtually and in person.
- Assist with additional food or nutrition-related projects as needed.
- Provide backup delivery to clients if needed.
- Conduct in-person visits for clients as needed, which may include paperwork collection, wellness assessment, and/or other activities related to OAM services.
- 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.
- Valid Minnesota driver's license.
- Bilingual language skills in Spanish, Hmong, or Somali strongly preferred but not required.
- Experience and demonstrated excellence in customer service or direct client services.
- Ability to maintain composure during difficult circumstances and consistently provide calm, compassionate care to people in crisis.
- Understanding of the importance of client confidentiality.
- Experience with providing nutrition counseling and education telephonically; comfortable communicating with clients over the phone for long periods of time.
- Strong time management skills and attention to detail; ability to manage several daily

- appointments with clients including preparation and documentation.
- Motivational interviewing experience preferred.
 - Ability to be energizing and contribute to a positive team environment.
 - 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 nutritional needs of the elderly and people with chronic and life-threatening illnesses.
 - Ability to work independently and as a team member.
 - Strong organizational and project management skills, ability to multi-task and work in high pressure settings.
 - Ability to think strategically, creatively, and proactively.
 - Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
 - Knowledge of computer programs including Microsoft Office.
 - 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 Moveable Feast and Thanksgiving turkey deliveries).
 - Sensitivity and commitment to diversity and able to work respectfully with a wide array of coworkers and members of the community.
 - A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- 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 your 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 screens as well as to use a computer and variety of software programs.

Reports to: Senior Manager of Nutrition

Location: Minneapolis and St. Paul, MN

Pay Rate: \$60,000 annually

To Apply:

Please send a resume and cover letter to: **OAM HR**

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity, and accident insurance are 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, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer