

## Position Opening

**POSITION:** Program Manager (PM) I-II - Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN)

**STATUS:** Full-time / Benefitted / Hourly / Non-exempt

**COMPENSATION:**

- Program Manager I: \$28.85-\$34.97/hour
- Program Manager II: \$32.86 - \$39.83 per hour

**DEPARTMENT:** Center for Healthy Communities (CHC)

**LOCATION:** Center for Healthy Communities (CHC), 25 Main Street. This position would be a combination of office and remote work. Candidate must be a California resident at the start of the position and able to travel and provide in person activities to a 4-county region (Colusa, Glenn, Shasta, and Tehama) in Northern California.

**RECRUITMENT ID: 123**

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** In partnership with the CHC Director of Nutrition and Consulting Services, this Program Manager will be responsible for implementing the following activities:

- Conduct comprehensive nutrition assessments and prepare individual care plans for low and high-risk program participants (remote)
- Develop Tehama County WIC Nutrition Services Plan, and nutrition education policies and procedures (remote)
- Plan, develop, implement, evaluate and/or teach classes on nutrition, infant feeding, breastfeeding education and support, and general nutrition (remote/in person)
- Provide training to WIC employees in nutrition assessment and nutrition education plans (remote/in person)
- Conduct nutrition education programs for individuals, families, and private and public agencies throughout Tehama County (remote)
- Develop and/or revise nutrition education materials necessary for optimal client education (remote)
- Provide in person nutrition counseling and Medical Nutrition Therapy to pediatric patients and their families (1-2 days/month)
- Assist with the development and/or implementation of 4-5 in person nutrition and foodservice trainings to Head Start teachers and foodservice staff (remote/in person)
- Complete Head Start nutrition referrals, nutrition plans and diet orders (remote)
- Review and approve quarterly Senior Nutrition menus for 4 counties (remote)
- Conduct quarterly in person kitchen site visits for the Senior Nutrition Program
- Proactive communication for responsive program implementation
- Mentor Dietetic Interns to support their goals and meet rotation competencies
- Other duties as requested

**EMPLOYMENT STANDARDS:**

- Program Manager I requires a Bachelor's degree in Nutrition. Some professional work experience preferred but not required.
- Program Manager II requires a Bachelor's and/or advanced degree in Nutrition. A minimum of 3 years or equivalent amount of time (approximately 6 years at half-time, etc.) of professional work experience.
- Must possess and maintain certification as a Registered Dietitian/Registered Dietitian Nutritionist issued by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
- Experience and skills with Microsoft Outlook, Excel, Power Point and Zoom.
- Ability to communicate and facilitate meetings with clients and colleagues via email, phone, Zoom and in person.
- The applicant must possess strong interpersonal, planning, writing and organizational skills.
- Ability to work independently with remote support from the supervisor.
- Ability to access stable internet.
- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at [csehr@csuchico.edu](mailto:csehr@csuchico.edu).

**PREFERRED (NOT REQUIRED) EMPLOYMENT STANDARDS:**

- Familiarity with the WIC program
- Breastfeeding support experience, CLC or IBCLC certification
- Bilingual in Spanish
- Experience providing counseling to pediatric patients and families
- Familiarity with the Child and Adult Care Food Program (CACFP) and Title III-C nutrition requirements
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and a genuine team orientation
- Anticipates change, helps to create a proactive and responsive culture to address project specific and/or agency wide needs and priorities

**COMPLIANCE REQUIREMENTS:**

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

**BENEFITS:**

Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**

To be considered, submit the following documents by **April 8<sup>th</sup>, 2024**. Documents submitted after this date may not be considered.

- Resume

**BY DROP BOX:** <https://csuchico.app.box.com/f/92a6d4a224ed48ae8e435bb6327ccbc1>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non- profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at- will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.

