

Position Description

Working Title:	Registered Dietician or Certified Dietetic Nutritionist
Classification:	Association Temp Program (Non-Exempt)
Start Date:	2/11/2025
End Date:	2/11/2026
Duration (months):	Renewable
Hours per week:	1-8
Days per week / schedule:	Flexible
Work Location:	Remote or CCE Tompkins
Supervisor Name & Title:	Grace Parker Zielinski, Community Health Coordinator
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Casual

Position Summary

This person will serve as a per diem RD or CDN for the Cornell Cooperative Extension Tompkins County 1115 waiver nutrition and dietetics programming. This role will also require training in the "Unite Us" platform in order to be able to record services provided, and initiate invoices for reimbursement. This person will be a part of the Nutrition, Health, Safety & Financial Education program area and work under the supervision of the Community Health Coordinator. The hourly rate is \$25 but please contact Grace Parker Zielinski for more information.

Required Qualifications

- RD or CDN, and maintain that status throughout the period of employment.
- Basic computer skills including the use of e-mail, computer-based time collection, and comfort learning a web-based referral platform ("Unite Us").
- Ability to work independently with a minimum of supervision and to complete work within a reasonable time frame.
- Experience working in a team-oriented, collaborative environment.
- Ability to rapidly adapt and respond to changes in environmental and priorities.
- Ability to identify and address safety concerns in the workplace.
- Ability to work effectively with co-workers.
- Ability to communicate with supervisor and staff as pertains to the duties of the job.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
- Ability to follow oral and written instructions and assume responsibility with general guidelines and direction.
- Ability to plan and organize work responsibilities according to priorities developed with the immediate supervisor.
- Ability to meet acceptable background check standards.
- Ability to meet travel requirements associated with this position.
- Valid Driver's License with acceptable driving record.

- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Preferred Qualifications

- Familiarity with and interest in 1115 waiver goals and procedures

Responsibilities

- Deliver enhanced nutritional services in accordance with 1115 Waiver requirements to clients for whom those services are reimbursable.
- Manage referrals platform responsibilities to provide services to clients and initiate invoicing for services rendered.
- Training to use the above platform (paid).
- Any other duties mutually agreed upon with their supervisor.

How to Apply

Please submit a cover letter, resume, and the names of three references to Grace Parker Zielinski, gp272@cornell.edu by email.

Applications will be accepted until a suitable candidate is found.

Contact

Grace Parker Zielinski, gp272@cornell.edu, or call 607 216 4898 if you have any questions.

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

Cornell Cooperative Extension is an equal opportunity educator and employer recognized for providing equal program and employment opportunities in accordance with applicable laws.

No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.

OPTIONAL:

SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Association Executive Director Signature

Date