



Job Title	Registered Dietician
Department	'Imi Ola Hou
Reports To	Heather Haynes
Classification	Exempt
Date Reviewed	7/30/25

POSITION DESCRIPTION

The Registered Dietitian (RD) is a key health professional at Hui No Ke Ola Pono, providing evidence-based, holistic, and culturally relevant medical nutrition therapy to individuals and 'ohana throughout Maui. This role centers on improving both personal and community health outcomes by addressing food-related risk factors, chronic conditions, and social determinants of health while embracing Native Hawaiian values, practices, and local sustainable food systems.

DUTIES AND RESPONSIBILITIES

Nutrition Counseling & Education

1. Conduct comprehensive nutrition assessments and develop individualized care plans aligned with cultural practices and participant goals.
2. Provide one-on-one and group-based medical nutrition therapy and nutrition counseling for chronic disease prevention and management (e.g., diabetes, cardiovascular disease, gut health, etc.).
3. Educate participants and families on food preparation, meal planning, and lifestyle modifications, emphasizing local and indigenous foods.
4. Support participants in achieving realistic, sustainable goals using motivational interviewing and behavior-change strategies.

Community Health Programming

1. Develop and implement culturally appropriate community workshops, and outreach events.
2. Collaborate with community partners, local schools, and local farmers to integrate cultural practices and 'ike Hawai'i into nutrition programming.
3. Support food security initiatives, local agriculture, and health promotion events that reflect Hui No Ke Ola Pono's mission.

Program Development & Leadership

1. Help design new nutrition initiatives and support existing programs or equivalent offerings.
2. Lead continuous improvement efforts, assess client/participant satisfaction, and contribute to grant reports and outreach strategies.
3. Support nutrition-related content creation for Hui No Ke Ola Pono materials, events, and digital platforms.

Food Service Oversight

1. Oversee food service operations for program-related meals, ensuring alignment with nutrition guidelines and participant needs.
2. Educate food service staff on dietary principles, ingredient selection, and recipe compliance, including consideration for food allergies and sensitivities.

Team Collaboration & Documentation

1. Participate in interdisciplinary team meetings and contribute to individualized care plans and treatment evaluations.
2. Maintain accurate, HIPAA-compliant documentation of assessments, education provided, progress notes, and outcomes.
3. Serve as the primary nutrition resource for program staff and community stakeholders.
4. Continuously update clinical expertise in medical nutrition therapy in alignment with current research and standards of care (i.e., attend conferences, certifications, etc.).

WORKING CONDITIONS

1. Office-based with regular community engagement across Maui.
2. Must be comfortable working in diverse settings including homes, farms, classrooms and wellness centers.
3. Occasionally required to be outdoors for travel and can be exposed to variable weather conditions. Occasional inter-island travel by commercial air carrier or boat. Occasional exposure to noise, moisture, noxious odors, and gases. Occasional exposure to dust, dirt, cold, and biological and chemical agents.

QUALIFICATIONS

Education/Certification

1. Bachelor's degree in Nutrition, Dietetics, or related field; Master's preferred.
2. Registered Dietitian Nutritionist (RDN) credential with current license to practice in Hawai'i (or eligibility to obtain).
3. Current BLS or CPR certification.
4. Valid Hawai'i driver's license and vehicle insurance.

Skills/ Experience

1. Experience in community or public health nutrition and chronic disease management.
2. Proficient in culturally responsive nutrition education, especially as it relates to Native Hawaiian communities.
3. Strong communication, interpersonal, and leadership skills.

Other

1. Knowledge of local food systems, Hawaiian values, and 'āina-based health practices.
2. Health coaching certification or training in motivational interviewing.
3. Familiarity with ServSafe, food safety, and meal planning for special diets.
4. Annual TB test required and hepatitis B series recommended.

The above information of this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions of this position.

EMPLOYEE:	DATE:
SUPERVISOR:	DATE:
EXECUTIVE DIRECTOR:	DATE: