

Registered Dietitian Job Description

Department: Care Management

Reports To: Care Management Clinical Operations Manager

Status: Full-Time

Review Cycle: Annual

Revision Date: 08/12/2026

Position Summary

The Registered Dietitian/Nutritionist supports the primary care physician network by providing nutrition assessment, education, counseling, and disease management services to pediatric and adult patients with chronic conditions. Working collaboratively with physicians and interdisciplinary care teams, this role develops individualized nutrition care plans that improve patient understanding, self-management, clinical outcomes, and quality of life. Services are delivered through virtual visits, telephone consultations, and in-person appointments when medically necessary. The position also develops and implements nutrition-focused programs for the provider organization.

Key Responsibilities

- Conduct comprehensive nutrition assessments and provide counseling and disease-specific nutrition education.
- Develop individualized nutrition care plans in collaboration with physicians and care management teams.
- Educate patients and families on modified diets and lifestyle changes to support chronic disease management and health promotion.
- Coordinate, implement, and evaluate nutrition education programs using national standards and evidence-based guidelines.
- Support quality improvement initiatives and assist in closing care gaps, including HEDIS-related measures.
- Create culturally appropriate educational materials and teaching tools for diverse patient populations.
- Deliver individual and group education programs in outpatient and community settings.
- Prepare and present nutrition-related educational presentations to patients, providers, and community groups.
- Maintain performance standards and ensure accurate, timely documentation and billing for all care management services.
- Participate in special projects and perform other duties as assigned.

Qualifications

- Bachelor's degree in Dietetics or related field from an accredited program approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Current Registered Dietitian (RD/RDN) credential through the Commission on Dietetic Registration (CDR).
- Licensed as required by the State of Michigan.

Experience

- Experience working with adult and pediatric populations.
- Experience in chronic disease management and nutrition counseling.
- Knowledge of medical terminology.
- Knowledge of HEDIS, NCQA, and quality improvement measures.

Additional Requirements

- Valid unrestricted Michigan driver's license.
- Ability to travel to assigned practice locations.
- Compliance with organizational health screening and vaccination requirements.
- Basic Life Support CPR certification.

Collaboration & Professionalism

- Ability to build productive relationships with providers and interdisciplinary teams.
- Strong case management and care coordination skills.
- Ability to work independently and manage multiple priorities across practice assignments.

Technical Skills

- Proficiency with Microsoft Office Suite (Word, Excel).
- Experience with electronic medical records (EMR) and patient registries.
- Understanding of billing, documentation, compliance, and regulatory requirements related to care management services.
- Experience with virtual/telemedicine intervention.

Disclaimer

The duties and responsibilities described are intended to represent the general nature and level of work performed and are not intended to be an exhaustive list of all job duties. Responsibilities may change based on organizational needs.