

Notice of Hire to Obtain a  
REGISTERED DIETICIAN CONSULTANT

Eastern Idaho Community Action Partnership (EICAP) is seeking a Registered Dietitian to provide consultation services to children and families in the Head Start/Early Head Start Program. Head Start is a grant funded early childhood education program that supports vulnerable children, ages birth to 5, to achieve success in school and beyond. Head Start focuses on early learning, health, and family well-being.

EICAP's Head Start Registered Dietitian will support children, families, and staff in our Head Start/ Early Head Start centers. EICAP currently has 6 centers located in Blackfoot, Idaho Falls, Rexburg, and Salmon.

QUALIFICATIONS:

1. Bachelor's degree with coursework approved by the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics.
2. Completed an accredited, supervised practice program at a health care facility, community agency, or food-service corporation.
3. Passed a national examination administered by the Commission on Dietetic Registration.
4. Completes continuing professional educational requirements to maintain registration on an ongoing basis.
5. Selected consultants must provide copies of licensing and proof of background checks completed in the last 5 years for each employee providing services to HS/EHS each program year.

REQUIREMENTS:

1. Abide by EICAP's Standards of Conduct and Confidentiality requirements.
2. Completes training required by Head Start funders.
3. Consult with parents when nutritional concerns/risks are identified. Will meet with parents in their home or at the center, when requested by the parent.
4. Will review appropriate screenings and documentation to assist in completing assessments and developing plans.
5. The RD will schedule to meet with families during the hours of 8 am to 3:30 pm but will allow for occasional evenings for special family circumstances.
6. Will provide a monthly nutrition newsletter every month for families.
7. Facilitate parent meetings, as requested by centers.
8. The RD will meet quarterly with the Health and Nutrition Advisor, or designee, to coordinate effective services.
9. The RD will collaborate with center staff, as needed, to provide education and coordination.

10. The RD may be asked to review menus and consult on menu development.

TERMS:

1. The selected consultant(s) will be contracted for a term of 2 years.
2. Milage will be paid to the Consultant at the current GSA rate.
3. The consultant will provide the agreed upon In-Kind amount on each invoice.

If interested in the above position, please respond to this notice with a detailed proposal letter describing:

- Your interest in the position
- Your qualifications
- Days and times available
- Desired hourly rate and reasoning behind the requested rate
- Amount of your hourly wage you'd be willing to donate towards Head Start program In-Kind. Head Start relies on In-Kind donations to maintain annual program funding.

A virtual meeting will be held on Friday, June 16, 2023, at 1:30pm to answer any questions regarding the requirements of this position and the contracting process. If you would like to attend this meeting, please respond to [katterton@eicap.org](mailto:katterton@eicap.org) to request an invite.

Please email your proposal letter to [katterton@eicap.org](mailto:katterton@eicap.org) by June 23, 2023.