

Westside Regional Center  
Request for Proposals (RFP)  
Date: May 4, 2011

Westside Regional Center is accepting letters of interest for:

***Dietary and Nutritional Consultant***

(a part-time contract with hours varying based upon the need)

REQUIREMENTS FOR SERVICE DELIVERY

**Job Duties:**

- Educate and advise clients of Westside Regional Center with dietary-related disorders on the practical ways to improve their health.
- Perform nutritional assessments and assist in formulating Individualized Program Plan.
- Conduct visits in residential homes to perform nutritional assessments and promote healthy food choices and disease prevention.
- Review medical charts of clients.
- Attend Individual Program Plan and other staff meetings as requested.
- Document nutritional assessments and timely and efficiently process all related paperwork.
- Teach nutritional educational classes to clients of Westside Regional Center and/or staff and other caregivers.

**Job Requirements:**

1. Bachelor's Degree in Nutritional Sciences
2. Registered Dietitian
3. Meet California Code of Regulations, Title 17, Section 54342(a)(24) for Dietary Service.
4. Minimum two years of experience in developing and implementing nutritional programs to assist in the promotion of health and control of various dietary related disease processes in children and adults.

5. Knowledge of principles, methods, and procedures for diagnosis, and treatment of dietary related diseases.
6. A minimum of two years professional experience working with individuals with developmental disabilities and their families.
7. Excellent written and communication skills; strong organizational skills.

#### REQUIRED DOCUMENTS

1. One-page letter of interest.
2. Copy of current Resume.
3. Both documents may be mailed to:  
Aga Spatzier  
Westside Regional Center  
5901 Green Valley Circle, Suite 320  
Culver City, CA 90230

Or via email to: [agas@westsiderc.org](mailto:agas@westsiderc.org)

#### TIMELINES

1. All letters of interest and required documents must be received by Westside Regional Center by the close of business on May 27, 2011.
2. Selected candidates, demonstrating appropriate requirements and experience, will be contacted for interviews by June 3, 2011.
3. Candidates interviewed will be notified by June 17, 2011 about Westside Regional Center's decision.

Award of these projects is at the sole discretion of the selection committee at Westside Regional Center. If there is no appropriate applicant, the contract will not be awarded. The decision of the selection committee is final and not subject to appeal. Employees of regional centers and Area Boards are not eligible to apply. Current employees of State Developmental Center may apply but are subject to approval following AB1106 guidelines provided by the Department of Developmental Services.

#### INQUIRIES

All additional inquiries regarding the application should be directed to Aga Spatzier (310) 258 4254. Technical assistance is limited to information on the requirements for the letter of intent.