



## REQUEST FOR QUALIFICATIONS

### Registered Dietitian Consultant Services

**Posted Date: June 1, 2024**

#### **AGENCY PROFILE:**

Blind Children's Center (BCC) is a 501(c)(3) nonprofit organization founded in 1938. Our mission is to prepare infants, toddlers, and preschoolers of all abilities to thrive through inclusive, family-focused early childhood education, with a specialized focus on children who are blind or visually impaired.

To that end, BCC provides FREE high-quality early childhood education programs for children ages 18 months to 5 years-old (Head Start, Early Head Start, CA State Preschool). We also offer Early Head Start services for infants and toddlers from birth through 36 months and pregnant mothers through a locally designed program option.

As a delegate of Los Angeles County Office of Education (LACOE) our programs are funded in part by the Administration for Children and Families, Department of Health and Human Services, and California Department of Education. BCC also administers the CA Adult and Childcare Food Program through the CA Department of Social Services.

BCC currently serves 40 children and their families and is poised to expand to 90 children and their families in the 24/25 program year. BCC is a fully inclusive program, with approximately 50% of children having visual impairments, multiple disabilities and other chronic health conditions.

#### **SERVICES:**

In coordination with the Health & Nutrition Coordinator, the Registered Dietician (RD) Consultant performs the following services:

- Completes nutrition assessments within specified timelines/guidelines and works with health care specialists, consultants, and program and management staff to formulate and implement nutritional care plans for children with special dietary needs.
- Prepare Nutrition Advisement Letters with the designated nutrition education materials to be sent to the families.
- Track nutritional assessments for Head Start and Early Head Start children through LACOE's Child Plus Database System.
- Review student files to assess and follow-up children's nutritional status.
- Participates in interdisciplinary team meetings, as needed.
- Develops and provides oversight on nutrition education topics.
- Prepares and presents related information about nutrition and food-safety standards.
- Conducts nutrition education workshops and conferences for staff, parents, and students regarding instructions for food allergies and intolerances, as needed.
- Prepares various reports, correspondence and notices, as assigned.

- Provides oversight and may assist with menu and recipe development to ensure quality and compliance with USDA meal requirements.
- May utilize nutritional software programs and databases for program assessment and nutrient valuation analyses.

**QUALIFICATIONS:**

RD Consultants providing service must meet minimum qualification:

- Two years of experience as a professional Nutritionist or Dietician working with students and parents in establishing appropriate diet and nutritional plans is desirable.
- Bachelor’s Degree from an accredited college or university in dietetics, food service or related field.
- Current and valid accreditation by the Commission on Dietetics Registration as a Registered Dietitian.
- Documented training and experience working with a prenatal-to-five population.

**REQUIREMENTS:**

- Consultants will be subject to obtain Live Scan fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index, prior to starting work. Consultants will be reimbursed for the cost of background check.
- Consultants must provide proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR) vaccines.
- Consultants must adhere to BCC’s Standards of Conduct, mandated reporter requirements, and ensure confidentiality and HIPPA requirements.
- Consultants are required to provide evidence/documentation of ongoing continuing education units (CEUs) in the prenatal-to-five population to remain current in their respective field. Consultant will not be reimbursed by BCC for continuing education units. Consultants will be reimbursed for training that is related to LACOE’s policies and procedures, if the knowledge of such policies and procedures is required to render consulting services, such as ChildPlus trainings and coordinator meetings.
- If consultant is incorporated, consulting company must provide proof of general liability insurance in amounts no less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate.

**SUBMISSION OF QUALIFICATIONS:**

To be considered for the Registered Dietician Consultant, please submit the following:

1. Letter of interest
2. Qualifications and experience
3. Services to be provided
4. Hourly rate

Documents should be submitted electronically with the subject line “**RFQ for RD Consultant**” to the following email address: [hr@blindchildrenscenter.org](mailto:hr@blindchildrenscenter.org)

**DEADLINE:**

This is an on-going opening.