

DESCRIPTION: Under general supervision, assists dietitians by identifying the nutritional needs of individuals and groups in relation to normal nutritional requirements; develops, implements, evaluates, and monitors individual client nutritional care plans; reviews diet orders, performs diet calculations, and provides diet counseling and education for clients. Incumbents coordinate and manage facility nutritional program activities under the supervision of a Dietitian who is licensed as a Medical Nutrition Therapist; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Work performed by incumbents in the Dietetic Technician class must be reviewed and signed off by a staff or consultant Dietitian who is licensed as a Medical Nutrition Therapist, and incumbents must obtain Certification as a Dietary Manager within six months of hire. Incumbents classified to the Dietitian class are licensed as Medical Nutrition Therapists, work independently, and are the final reviewer and signee of nutritional assessments and nutritional care plans.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Upon admission, conducts client and family interviews and calculates and evaluates client caloric and nutritive intake to formulate a diet history and to assess client nutritional status.

Screens client medical charts to determine if diet changes are needed; makes recommendations to the facility Consultant Registered Dietitian.

Collects data from client medical histories, client interviews, and dining room monitoring to prepare reports for the Consultant Registered Dietitian; carries out changes authorized by the Dietitian.

Obtains client diet histories and monitors client nutritional needs on a continuous basis to develop nutritional care plans; plans normal and modified diets for clients not at risk and assists the Consultant Registered Dietitian in planning nutritional support for clients at risk.

Monitors the dietary meal preparation and serving operations to assure quality and compliance with state and federal regulations.

Serves on the interdisciplinary health care team to coordinate and integrate clients' nutritional care plans with their overall plans of care.

Evaluates the client nutritional care plan by determining client acceptance of diet modification through tray checks and communication with nursing staff; provides diet counseling and education, if necessary or if requested by the client.

Plans menus, standardizes recipes, procures and receives supplies, oversees food production and service, and maintains and improves standards of sanitation, safety, and security in cooperation with the facility food service manager.

Serves on various facility committees as a nutritional/food service representative.

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May supervise the facility food service operation and staff in the absence of the food service manager.

Instructs staff in the basic techniques of sanitation, nutrition, and food preparation.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: nutrition and nutrition management programs; diets and food preparation; food service management; human physical and biological sciences; behavioral and social sciences.

Ability to: communicate effectively with clients, food service staff, healthcare staff, regulatory agency inspectors, and administrative staff; understand and assess medical and laboratory data and other client information.

Skill in: effective communication with clients and professional staff; assessing and evaluating client nutritional and diet needs; writing care plans, and assessments; effective persuasive communication.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Graduate of a dietary manager program approved by the Dietary Managers Association.

OR

Graduate of a dietetic technician program or dietetic assistant program approved by the American Dietetic Association.

OR

Bachelor's degree in foods and nutrition and qualifying for certification by the Dietary Managers Association.

OR

Successfully completed a course in food service management offered by an accredited university, or college, whose curriculum meets the minimum requirements of any of the programs described above.

AND

Eligibility to become to obtain Certification as a Dietary Manager within six months of hire.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Incumbents must obtain Certification as a Dietary Manager within six months of hire as a condition of continued employment.