

SAINT JOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Dietitian

REPORTS TO: Director of Dining and Hospitality

UNIVERSAL PRECAUTIONS: Category III

FLSA CATEGORY: Exempt

JOB CODE: 17

JOB OBJECTIVE: Provides dietetic and nutrition services consistent with resident needs. Works according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Bachelor of Science in Nutrition. Must be a registered dietitian.
2. Must have one or more years of clinical dietetics experience in a nursing home/hospital or comparable health care facility.
3. Must have demonstrated the ability to effectively problem solve, communicate with staff/residents and their families, work independently, and formulate appropriate judgment in organizing and completing assigned duties and responsibilities.
4. Must be able to read, speak and write English.
5. Basic computer skills with experience using MS Office, MDS and EMR, Matrix experience desirable.
6. Must demonstrate dependability and excellent communication and problem-solving skills, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
7. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
8. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
9. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task and be able to work independently and perform various duties without close supervision.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Assesses resident nutritional status, in consideration of diagnoses, age, height, weight, lab values, physical/psychosocial, cognitive functional levels, food/fluid consumption.
2. Completes MDS, RAP Summary Forms (nutrition sections) within mandated timeline for all new admissions; completes nutritional assessment. Measures resident heights to ensure accuracy and timeliness of data.
3. Develops individualized care plan which identifies problems/needs and specifies approaches/goals to maintain/improve resident nutritional status to assure appropriate ongoing nutritional care; monitors monthly weights, skin assessments, and bowel program.
4. Communicates resident's dietetic needs and wishes clearly to Wait Staff.
5. Documents specific information related to resident status and care provided on nutrition assessment form and dietary progress notes within mandated timelines.
6. Provides ongoing follow-up to residents "at risk" or receiving "supportive care" to insure that food and fluids are offered per advance directives and physician orders. Documents status/care.
7. Attends interdisciplinary meetings including resident staffing's, family and discharge planning conferences to insure a coordinated continuum of care for each resident.
8. Participates in monthly QAA meetings including submission of written report. Participates in bi-monthly QAPI meetings and reports on weight change.
9. Confers with physicians, nurses and therapists to obtain information and formulate decisions regarding

- coordination of nutritional intake with other treatments.
10. Monitors menus to ensure that they meet the nutritional needs of residents according to established national standards.
 11. Counsels skilled, assisted and independent residents and families regarding nutrition principles and therapeutic regimens as needed.
 12. Maintains current nutrition profiles and diet/census lists.
 13. Reviews I&O forms and monitors portion sizes and food quality.
 14. Visits with residents to obtain input regarding meal intake/acceptance requests and complaints.
 15. Keeps current on information and regulations which affect this position.
 16. Plans in-services on nutrition, cooking techniques, etc. for homemakers and other employees with input from employees' supervisor and other appropriate staff.
 17. Work with other departments for special events and activities.
 18. Willingly fills in as a server as requested.
 19. Will be cross trained as a cook and fills in as chef/cook on a scheduled rotation.
 20. Work with Executive Chef to select certain menu items throughout the organization that meet specific dietary requests/needs.
 21. Provides Serve Safe training upon request.
 22. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
 23. Maintains confidentiality of all department and organizational information.
 24. Knows and follows existing lines of communication and authority.
 25. Works tactfully and cooperatively with residents, clients, families, visitors and staff throughout the organization.
 26. Attends in-services, meetings, seminars as required and changes schedule or works overtime to meet the needs of the residents.
 27. Participates on the skin team, attending weekly wound rounds, assessing the impact of skin alterations on nutritional status and intervening as appropriate.
 28. Maintains stock of oral nutrition supplements and special foods for residents with food allergies or preferences.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that give residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e., Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is performed in well-lighted and ventilated areas with occasional exposure to resident blood/body fluids.

EQUIPMENT USED:

Calculator, thermometer, phone, photocopier, scale, medical records, computer, printed forms, microwave oven, toaster, dishwashing machine, scoops, ladles, china, flatware, trays, carts, Cambro food warmer.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to occasionally push/pull/lift/move objects weighing up to 25 pounds and push wheelchairs with residents and food carts of different weights.

Manual Dexterity: Must be able to continuously perform moderately difficult manipulations required in writing assessments, menus and completing forms; occasionally performs difficult manipulative tasks.

Coordination: Must be able to occasionally perform tasks requiring hand/eye coordination and steadiness of motion as in use of thermometers, pouring liquids or operating scale for resident weights.

Mobility: Must be able to frequently sit for prolonged periods; occasionally stand/walk for prolonged periods.

Speech: Must be able to continuously articulate clearly and precisely in face-to-face interaction with residents/families/nurses, etc., when instructing homemaker staff and when speaking on the phone.

Emotional Stability: Must be able to continuously deal effectively with stress caused by sick residents with frequently changing needs/preferences; follow through on multiple tasks/meeting deadlines, working with staff to ensure proper follow-up on nutritional needs.

Vision: Must be able to continuously see objects closely to assess nutritional status/meal intake, to read medical record, computer screens, nutrition and food service forms/reports, thermometers, discriminate colors of labels and diet census.

Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise.

Smell: Must be able to frequently assess food wholesomeness and distinguish differing food aromas.

Taste: Must be able to frequently distinguish separate seasonings, flavorings, etc.

Concentration: Must be able to continuously concentrate on fine detail with some interruption when interviewing residents, observing/documenting meal intake/developing nutrition assessment and care plans.

Attention Span: Must be able to continuously attend to task and function for more than 60 minutes at a time.

Conceptualization: Must be able to frequently understand and use specific ideas generally several at a time. Must frequently understand and relate to nutrition, medical food science and management theories behind several related concepts.

Memory: Must be able to continuously remember multiple verbal and written tasks/assignments given to self and others at beginning of a period extending over long periods.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Revised: 7/2020