

DIETETIC COORDINATOR

DEFINITION

Under supervision, to perform clinical nutrition duties; directly involved with the state survey team and OBRA regulations. Employees in this class will have contact with residents and employees of other units seeking and giving out information which requires general knowledge of departmental policy and procedures. Typically there is no formal direct line of supervision over others although employees at this level may assist in training new employees. Performs other duties as required.

EXAMPLES OF DUTIES

Completes MDS, quarterly and annual nutrition assessments and care plans for all BPHCC residents; participates on the patient care and dining room committee; forecasts menu and nourishment item needs; writes special diet slips; transcribes diets and nourishments to cardexes; standardizes recipes; creates necessary meal plans and nourishments according to diet manual and approved meal patterns; performs costing functions; classifies and posts information; accepts applications; performs filing and searching; greets residents, visitors and the general public, answering inquiries or referring to the proper official; keys narratives, charts and tables; performs some routine financial, statistical and activity reports; operates word processing equipment and/or personal computer; may also train other employees performing diet office and clerical tasks.

EMPLOYMENT STANDARDS

Education and Experience: Certified Dietary Manager or Diet Technician is required. A minimum of one year experience performing dietetic duties for a long term care facility is preferred. Clinical nutrition and diet office experience sufficient to demonstrate that required knowledges, skills and abilities have been acquired.

Knowledges, Skills and Abilities: Knowledge of modern office procedures and practices; knowledge of modified diets; ability to follow the department diet manual and clinical nutrition policies and procedures; skill in forecasting food quantity needs into cook production sheets; skill in understanding and writing special diet slips according to diet manual and meal patterns; skill in updating diet cardexes, nourishment cardexes and meal slips to match appropriate diet orders; skill in spelling and using correct grammar; skill in making mathematical calculations with speed and accuracy; ability to maintain confidentiality regarding content of residents' medical charts; ability to interview residents and assess medical charts to complete all departmentally required nutrition assessments and care plans; ability to exercise independent judgment in applying procedures and precedents to unusual situations; ability to effectively communicate with the patient care team to provide quality nutritional care to the residents; ability to operate stand office machines including word processing equipment; ability to establish and maintain effective relationships with the public.