



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Clinical Dietitian

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$57,218-\$63,575/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:30 pm  
This position is a hybrid position, working remotely Monday, Wednesday and Friday and in the office on Tuesday and Thursday

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION September 2017**

**POSITION TITLE:** Clinical Dietitian

**DEPARTMENT:** Park View Health Center – Food and Nutrition Services

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Performs comprehensive nutrition assessments, completes MDS assessments, develops and implements nutrition care plans for residents, and documents progress and recommendations. Provides nutrition education for residents, families and staff. Participates as a member of the interdisciplinary team and attends resident care conferences.

### **ESSENTIAL FUNCTIONS:**

1. Routinely completes comprehensive nutritional assessments, care plans, and progress notes relating to the nutritional care of residents; monitors progress of interventions (including but not limited to high-risk residents and those whose needs require tube feeding and hyperalimentation). Accurately prepares resident Minimum Data Sets (MDS) assessments for nutrition-related care of residents.

2. Participates as a member of the interdisciplinary team and attends resident care conferences. Implements resident nutrition care plans in conjunction with the interdisciplinary team. Ensures accuracy and adequacy of nutrition-related documentation to support clinical decisions and to satisfy state and federal regulation requirements.
3. Ensures compliance with federal, state and local regulations of skilled nursing facilities within the Food and Nutrition Services Department.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Develops and implements procedures, policies of practice, legislative mandates, and practice guidelines pertaining to the provision of nutrition care.
2. Monitors meals for adherence to dietary orders; directs food service staff on the provision of diets to meet individual resident needs.
3. Ensures that residents maintain their highest optimum nutritional status as supported by Quality Indicator reports which measure facility statistics for weight loss.
4. Ensures accuracy of diet orders and therapeutic diets.
5. Acts as a resource and conduit for nutrition information for residents and their families; provides individual consultation for residents who are at nutritional risk; prepares and conducts food and nutrition education for Park View Health Center as needed.
6. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Food and Nutrition Services Manager.
2. Works with Food Service Supervisor, Food Service staff, all members of the interdisciplinary team, Park View staff, and residents and their families.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree or higher from an accredited institution of higher learning in Dietetics or a related field.
2. Registration with the Academy of Nutrition and Dietetics as an RDN, or licensure with the state of Wisconsin as a Certified Dietitian.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of nutritional science, counseling, adult education and multi-disciplinary patient care planning.
2. Ability to work effectively with psychiatric and skilled nursing care residents, their families, co-workers and physicians.
3. Ability to prioritize job duties and responsibilities.
4. Strong written and verbal communication skills including listening skills.
5. Ability to exercise independent judgment in resolving nutritional care and operational problems.
6. Knowledge of state, federal and local regulations applicable to food and nutrition in skilled nursing facilities.
7. Ability to follow the code of ethics and standards of practice consistent with the profession of dietetics.
8. Ability to work varied work schedules and weekends, as necessary.
9. Computer skills including familiarity with Microsoft Office applications and ability to learn and use facility specific diet office and medical records software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to move throughout the facility.