

# Cherokee Elder Care

**Job Title:** Dietician  
**Prepared:** 01/05/2008, Revised 12/08/2014  
**Revised:** 07/17/2017  
**FLSA Classification:** Non-Exempt  
**Supervisor:** Center Manager

**Approval:** Debra Proctor MBSN

**Date:** 7/17/17

## Job Summary

The **Dietician** is required to plan menus and to assure meals are prepared according to menus and in accordance with Federal and State regulations.

## Essential Job Functions

- Plans menus, taking advantage of Consortia agreements, foods in season, local availability, and residents' requests.
- Order supplies, keep records and account for expenditures.
- Participate in assessing participant's dietary needs and implementing a nutritional program in conjunction with the interdisciplinary team.
- Work with the **Center Manager** and **Program Director** in planning, developing, implementing and evaluating all aspects of the dietary services/programs.
- Effectively communicate policies, expected outcomes, efficient work routines, and possible work procedures to the serving staff.
- Assure that meals and snacks are prepared according to the menus; that they taste good and are presented in an appetizing manner.
- Assure that meals are served to participants according to the physician's orders and in accordance to Federal, State regulations and facility policies and procedures.
- Assure that all items needed to serve foods on the menu are available to dietary staff.
- Assure that appropriate inventories of food, supplies and equipment are available.
- Assure that snack area equipment is clean, in working order and available to serving staff.
- Assure that all infection control procedures are maintained in preparation and storage of food and equipment.
- Participate as a member of the care planning team.
- Assures dietary compliance with goals and approaches set forth in the participants care plan.
- Maintain a current list of participant's weights.
- Assures that progress notes and participants plans of care are kept accurate in relationship to their weight status.
- Responsible for the training of competent, efficient, caring departmental staff.
- Review and evaluates the dietary staffing and efficiency
- Maintain strict confidentiality of all participant and employee information.

- Assure personal and staff compliance with infection control, personal protection equipment, blood-borne pathogens, hazardous material handling and fire safety.
- Complete annual/biannual dietary assessments.
- Provide nutritional education to participants.
- Requires occasional use of personal vehicle for business purposes
- Other duties as assigned by the Center Manager, Human Resource Manager or Program Director.

### **Non-Essential Job Functions**

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned by the **Center Manager** or **Program Director**.
- Participates on task groups and committees, with supervisor approval.
- Be familiar with programs' policies, procedures and operations.

### **Working Conditions/Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time. Ability to taste and smell
- Ability to access all areas of the facility throughout the work day.
- Ability to lift, push or pull up to 50 lbs and move objects short distances (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs.)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated and air-conditioned environment.

### **Knowledge, Skills and Abilities**

- Must have excellent written, oral and interpersonal skills including phone etiquette.
- Must have flexibility and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- Must have advanced computer skills including 10key, typing, scanning and emailing while utilizing Microsoft Excel, Outlook and Word.

- Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.
- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must attend continuing education courses as needed
- Must be a team player with leadership ability.

**Required Education, Licensure and Experience**

**Education:**

- Bachelor’s Degree in Dietetics, Nutrition or equivalent

**Licensure:**

- Current Dietician licensed in the State of Oklahoma
- Current A.D.A. Registration
- Current CPR certificate and first aid training
- Current Driver’s License
- Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure
- A motor vehicle report (MVR) will be conducted upon selection and then as required throughout employment

**Experience:**

- Must have 1 year of experience with a frail or elderly population
- Must have 1 year experience utilizing medical terminology
- Must have 1 year customer service experience
- Must have 1 year experience working in the food production setting

**Acknowledgement:**

I **agree** to abide by the philosophy, practices, and protocols of the PACE organization.

I **have read** the above the ***Dietician*** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I **understand** the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care’s expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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HR Manager or other CEC representative

\_\_\_\_\_  
Date