

## **JOB DESCRIPTION**

<b>JOB TITLE: Dietitian</b>	<b>DIVISION: Medical Services</b>
<b>DEPARTMENT: Health Education</b>	<b>REPORTS TO: Program Manager</b>
<b>NUMBER OF JOB LEVELS: 1</b>	<b>FLSA STATUS: Exempt</b>
<b>JOB GRADE/SALARY RANGE: G</b>	<b>COVERED</b>
<b>DATE: May 10, 2002</b>	<b>TYPE OF POSITION: Part-time/Full-time</b>

### **SUMMARY OF JOB RESPONSIBILITIES:**

Responsible for evaluating, planning, implementing and monitoring the nutritional and clinical dietary and educational programs to meet the needs of individual clients or patients and community based programs.

### **OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:**

1. Collaborates with the primary care provider and/or the case manager to ensure coordination with overall care plan.
  - Prepares dietary care plans for each patient with short-term and long-term goals that are mutually conceived and agreed upon.
  - Utilizes judgment in planning comprehensive and culturally appropriate preventive and therapeutic nutritional services in collaboration with other members of the health care team. Reviews medical chart to identify risk factors and medical history.
  - Evaluates patient data in order to identify their needs for specific interventions, services, educational programs. Conducts nutrition clinics for high-risk patients.
  - Provides counseling that is patient-directed, patient-focused and specifically relevant to the expressed needs of the patient.
2. Identifies the educational needs of the community and develops educational programs and techniques.
  - Develops and implements effective educational programs for patients, their families and the community that are culturally relevant.
  - Conducts in-service programs for case managers on nutrition and ensure that patient educational programs are appropriate and consistent throughout the system.
3. Participates in the quality assurance process.
  - Provides data on procedures, results, and outcomes to primary care providers, case managers and program managers.

- Compiles statistics and monthly reports on the progress of patients.
  - Acts as a resource person and provides technical assistance in the development and implementation of the clinical protocols, including baseline measures and intervention strategies for all patients.
  - Provides feedback and assessment of program effectiveness to the provider and the case manager and makes recommendations for improvements.
  - Coordinates with providers, identifying patients to be referred to other services, programs and studies.
4. Communicates effectively with staff.
- Provides clear and concise verbal and written instructions and ensures that instructions are understood by listening and asking for feedback.
  - Writes patient notes that are legible in order to provide adequate information for other health care providers.
  - Addresses health care issues appropriately.
  - Advises patients and family members in methods that facilitate a capacity for self-care and a move toward a healthcare partnership between providers, patients and their families.
  - Uses the computer system to assist in the delivery of quality patient care.
  - Applies customer service guidelines appropriate for the situation.

#### **QUALIFICATIONS:**

SCF programs are established for the purpose of serving a primary population comprised of Alaska Natives who are affiliated with the Cook Inlet Region Inc. (CIRI), and Alaska Natives and American Indians within SCF's geographical service area. Employees should have a thorough understanding of the cultures and the needs of the CIRI members, and of the general culture and needs of Alaska Natives and American Indians. Such knowledge is critical in order to ensure the achievement of the mission and vision of SCF: working together with the Native community to provide the best services with Native staff who value the family and family wellness as the heart of the Native community.

1. Must be a registered dietitian, or RD eligible, to be registered within one (1) year of hiring.
2. License as a dietician or nutritionist in the State of Alaska.

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

1. Knowledge of clinical principles and a wide variety of medical disorders and indicated therapeutic interventions.
2. Ability to conduct a comprehensive assessment of the patient's cultural, spiritual, psychological, social, educational, and physical needs to develop a problem-oriented plan to address identified patient needs.
3. Knowledge of effective and diverse teaching principles and processes in planning, providing, and evaluating optimum health care.
4. Ability to provide individual or family counseling, guidance, and health instruction to effectively assist patients in understanding disease prevention and health maintenance.
5. Ability to work independently and as part of a multi-disciplinary health care team.
6. Strong interpersonal, oral and written communication skills.
7. Knowledge of the resources and services available to patients in Anchorage and/or in the patient's community of origin.
8. Knowledge of 1974 Privacy Act is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.
9. Ability to develop and conduct satisfaction and needs surveys.
10. Ability to maintain quality, safety and infection control standards.

## **WORKING ENVIRONMENT:**

The work involves considerable sitting, standing, walking, bending, and lifting on a daily basis. Must be able to respond when needed by prompt appearance at a required location. Must be able to work under physically and emotionally stressed conditions. The employee is frequently exposed to communicable diseases. Safety precautions for employees such as blood drawing for screening of various diseases such as hepatitis, required immunizations, etc. are necessary. The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled patients and/or family members. Travel may be required. Will be required to work holidays, evenings, weekends and nights.

## **AGE SPECIFIC:**

Employee must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in his/her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age specific needs and to provide the care needed as described in the assigned unit's policies and procedures.

**NATIVE PREFERENCE:**

Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

**Signature below acknowledges that I have received and read a copy of my job description.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date