

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DIETNUTEA08R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) HEALTH CARE SERVICES
4. Civil Service Position Code Description DIETITIAN NUTRITIONIST-E	10. Division CHARLES EGELER RECEPTION & GUIDANCE CENTER
5. Working Title (What the agency calls the position) CLINICAL DIETICIAN	11. Section DUANE WATERS HEALTH CENTER
6. Name and Position Code Description of Direct Supervisor STATE ADMINISTRATIVE MANAGER-1	12. Unit DIETARY
7. Name and Position Code Description of Second Level Supervisor SHERRY, MARTI KAY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3857 Cooper Street, Jackson, MI 49201 / 7:30am – 4:00Mon-Fri (40 hours per week)

14. General Summary of Function/Purpose of Position

To maintain a therapeutic diet program at Duane Waters Health Center and the Jackson Facilities by providing nutrition care for prisoners; to make nutrition assessments and follow-up through dietary counseling and proper education; to display a standard of performance representative of a registered dietitian in a health care facility. This position works 100% of the time in the secure area of Duane Waters Health Center and may assist other facilities as consultant. This is a test designated position for drugs and alcohol.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Identifies the need for nutrition care through dietary assessment and referrals. Documents in the electronic medical record of assessment and plan.

Individual tasks related to the duty:

- Evaluates nutritional status
- Recommends diet modifications
- Consults with health care team in providing nutrition care
- Participates in multi-disciplinary care planning

Duty 2

General Summary:

Percentage: 30

Provides nutrition counseling and education to prisoners.

Individual tasks related to the duty:

- Schedules prisoner for appointment or visit noon in DWHC
- Provides dietary instructions and counseling to prisoners as needed
- Develops patient education materials

Duty 3

General Summary:

Percentage: 10

Participates in implementation quality control of prisoner's meals.

Individual tasks related to the duty:

- Monitors diet service to prisoners in the hospital.
- Consults with Food Service to address prisoner(s) diet need(s).

Duty 4

General Summary:

Percentage: 15

Performs related duties as assigned.

Individual tasks related to the duty:

- Evaluates Food Service standards and practices and makes recommendations when necessary
- Acts as consultant to Food Service
- Conducts in-service education for professional staff and food service workers
- Participates in Quality Management programs

Duty 5

General Summary:

Percentage: 5

Duties as assigned.

Individual tasks related to the duty:

Duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Diet recommendations made to prisoners.

Prisoners' assessment of nutritional needs.

Nutritional meal recommendations to Providers regarding prisoners.

Tube feeding recommendations to Providers regarding prisoners.

17. Describe the types of decisions that require the supervisor's review.

Interaction with other departments

Committee decisions

Problems between departments

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Adverse conditions resulting from working in a maximum-security correctional facility and involving necessary contact with male correctional residents, sometimes on a confrontational basis.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Nutritional assessment and diet counseling of prisoners.

Therapeutic diet modification.

Formulating supplemental feeding plans.

Nutrition recommendations to providers regarding prisoners.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Involvement in multi-disciplinary care teams

Involvement in Quality Management Programs

25. What is the function of the work area and how does this position fit into that function?

To provide nutrition services to the prisoners at Duane Waters Hospital and the Jackson facilities. Make recommendation for monitoring or improving the nutritional status of our service population through multi-disciplinary care planning, individual diet counseling and dietary modification when medically indicated.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in foods and nutrition, or institution management.

EXPERIENCE:

Dietitian/Nutritionist 9

No specific type or amount is required.

Dietitian/Nutritionist 10

One year of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist 9.

Dietitian/Nutritionist P11

Two years of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles of human nutrition, diet therapy and menu planning. Ability to make clinical judgments involving dietary therapy and to instruct prisoners on therapeutic diet principles. Ability to communicate verbally and in writing. Mature emotional stability.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Dietitian/Nutritionist 9:

Eligibility to participate in a dietetic internship, traineeship or coordinated program approved by the American Dietetics Association.

Dietitian/nutritionist 10-P11:

Registration as a Dietitian by the Commission on Dietetic Registration, the credentialing agency for the American Dietetics Association.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

PAUL DEAN

6/5/2019

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date