

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Veterans Affairs Directorate
4. Civil Service Position Code Description DIETITIAN NUTRITIONIST-E	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Clinical Dietitian	11. Section Nutrition Services
6. Name and Position Code Description of Direct Supervisor CURTISS, ZANITA L; DIETITIAN NUTRITIONIST MGR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MACDONALD, CARLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2950 Monroe Avenue NE Grand Rapids, MI 49505 / Monday-Friday, 8 AM - 4:30 PM
14. General Summary of Function/Purpose of Position This position provides clinical dietetic expertise at the Michigan Veteran Homes at Grand Rapids (MVHGR) as a member of a multi-disciplinary team to members and staff in a CMS certified 128-bed long-term care facility. Nutritionally assess residents and completing written and verbal requirements.	

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: 75

Plan, direct and implement clinical nutrition care, nutrition education and diet therapy, including medical nutrition therapy to serve the residents at MVHGR.

Individual tasks related to the duty:

- Conduct ongoing nutritional screening and assessments for assigned residents.
- Formulate nutrition care plans and make clinical judgements involving diet therapy to improve the nutritional status of the residents.
- Instruct residents and/or their families in individualized diet therapy, general nutrition principles that affect members health, food selection and preparation
- Provide nutrition education and or in-services as requested to the health care and food service staff regarding nutrition, diet therapy, therapeutic diets, and food service standards.
- Communicate verbally and in writing to members of the interdisciplinary team regarding the nutritional status of the residents.
- Attendance at assigned Interdisciplinary Care Conferences, Behavior Management, team meetings, and other meetings as requested regarding assigned units/residents.
- Collaborates with the interdisciplinary team in plan of care and meetings to ensure members nutritional needs are met.
- Documents findings and recommendations in electronic medical records system and other pertinent data for MDS processing.
- Conducts routine assessments, as required, visiting members on a regular basis to discuss nutritional problems and appropriate solutions.
- Demonstrate knowledge of therapeutic, mechanically altered, and special diet principles and practices.
- Includes adjustments for ethnic/cultural preferences for target population.
- Keep abreast of latest research in nutritional and food sciences.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 10

Completion of the Minimum Data Set (MDS) on all assigned residents following the standard protocols established at the Home and in accordance with Federal & State regulatory guidelines.

Individual tasks related to the duty:

- Assess all members on admission, quarterly, or as needed to determine nutrition risk.
- Completion of Care Area Assessments (CAA's) on all assigned residents as triggered.
- Complete Significant Change assessments on residents per protocol.
- Complete and update individualized Care Plans Reviews for all assigned residents per protocol specific to individual needs.

Duty 3

General Summary:

Percentage: 5

Develops and customizes therapeutic and modified diets to meet individual needs of members and comply with Federal and State regulatory agencies.

Individual tasks related to the duty:

- If required, calculates tube feeding formula, volume, and administration to meet requirements.
- Calculates and recommends supplements for disease-specific conditions if appropriate.
- Recommends therapeutic diet, and, if applicable; supplementation, as appropriate to members nutritional status and critical condition (may include tube feeding, consults for swallowing, or adaptive eating devices.)

Duty 4

General Summary:

Percentage: 5

Participates in Quality Assurance Program activities to improve nutritional care provided and ensure compliance with Federal and State agencies

Individual tasks related to the duty:

- Completes Quality Assurance screening, reviewing nutritional care planned interventions for members with significant weight changes, skin break down, tube feedings, and specialized nutritional needs, and adjusting nutritional plan of care as needed.
- Develops and assists with revising policies and procedures pertaining to nutritional needs of members.
- Serves on committees; Infection Control, Quality Assurance and Quality Assessment and Performance Improvement (QAPI) work groups as assigned.

Duty 5

Inspects food preparation and food service for conformance with prescribed diets and standards of sanitation, palatability, appearance, and nutritional quality.

Individual tasks related to the duty:

- Individual tray evaluations monitoring food for appropriate temperature, taste, appearance, palatability, and accuracy to menu and diet.
- Monitors meal service as needed for diet and menu accuracy.
- Conduct meal rounds in dining areas.

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

- Analyze medical information, meet with resident, and develop and implement appropriate, individualized, nutrition care to improve their nutritional status.
- Work with the nursing department to resolve nursing/nutrition services issues to improve the quality of care for the residents.
- Determine appropriate diets, supplements and/or tube feeding orders to improve the nutritional status of residents.
- Contact resident's family/guardian to discuss weight loss, nutritional changes, swallowing problems or tube feeding related issues of the resident to involve them in the members plan of care.
- Determine appropriate foods to be included in the texture, modified diets, including evaluating pureed products, to reduce the risk of aspiration pneumonia in residents with dysphagia.
- Work independently in all aspects of job.
- Results of work affects members served and healthcare staff.

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

- Approval to attend a conference, administrative leave, travel.
- Changes in the formulary for supplements and tube feeding products used at this facility.
- Authorization for sick or annual leave, alteration of work hours.
- Form Revisions.
- Propose New Policies.
- Approval to purchase clinical materials

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.

- Walking throughout the facility, numerous times daily.
- Frequently carrying laptop from unit to office and back.
- Frequently standing, or bending to observe member eating at meals, assesses feeding techniques, dysphagia issues, and group meetings.
- Occasionally bending down to talk with resident, i.e. in wheel chair speaks softly or hard of hearing.
- Frequently sitting, working on computer, completing MDS, and generating nutritional assessments, care plans and reviews.
- May be exposed to illness, disease and secondhand smoke
- May be required to travel periodically.

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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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 - management developed PD.

23. What are the essential functions of this position?

This position provides clinical dietetic expertise at the Michigan Veteran Homes at Grand Rapids (MVHGR) as a member of a multi-disciplinary team to members and staff in a CMS certified 128-bed long-term care facility. Nutritionally assess residents and completing written and verbal requirements.

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

The main duties of this position have not changed. The updates to the PD revise the job duty percentage allocations to more accurately represent the portion of time an employee can expect to spend on each task.

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

The function of the unit is to provide nutritional assessment and appropriately modified meals to 128 individuals in a CMS Certified long-term nursing care facility. The function of the position is to provide written nutritional assessments, medical nutrition therapy, and care plans for residents.

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:

- Knowledge of diet therapy principles and practices.
- Knowledge of food service operations, including food preparation, sanitation, and procurement.
- Knowledge of menu planning principles and practices.
- Ability to formulate treatment plans and makes clinical judgements involving diet therapy.
- Ability to instruct others in individual diet therapy, general nutrition principles, and food selection and preparation.
- Ability to inspect and evaluate food preparation and service for conformance with standards.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.

CERTIFICATES, LICENSES, REGISTRATIONS:

Dietitian/Nutritionist 9: Eligibility to participate in a dietetic internship, traineeship or coordinated program approved by the American Dietetic Association.

Dietitian/Nutritionist 10-12: Registration as a Dietitian/Nutrition with the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics.

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.

MARIAN FITZSIMMONS

2/24/2026

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