

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

**1. DIETNUTEA17R**

## **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.

<b>2. Employee's Name (Last, First, M.I.)</b>   	<b>8. Department/Agency</b>  MDHHS-CARO PSYCHIATRIC HOSPITAL
<b>3. Employee Identification Number</b>   	<b>9. Bureau (Institution, Board, or Commission) Hospitals &amp; Forensic Mental Health Centers</b>   
<b>4. Civil Service Position Code Description</b>  DIETITIAN NUTRITIONIST-E	<b>10. Division</b>   
<b>5. Working Title (What the agency calls the position)</b>  Dietitian Nutritionist-E	<b>11. Section</b> Dietary Services
<b>6. Name and Position Code Description of Direct Supervisor</b>  KARLEY MIKA; DIETITIAN NUTRITIONIST MGR-2	<b>12. Unit</b>   
<b>7. Name and Position Code Description of Second Level Supervisor</b>  DRZEWIECKI, MARYJO; ADMINISTRATIVE MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b>  2040 Chambers, Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.
<b>14. General Summary of Function/Purpose of Position</b>  Responsible for the clinical aspects of the dietary program within the agency. Assumes an administrative role in provision of dietary care.	

**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:** 70

Responsible for the clinical aspects of the dietary program within the agency. Assumes an administrative role in provision of dietary care.

**Individual tasks related to the duty:**

- Review medical record for pertinent information (laboratory data, physical, past medical history, anthropometrics, etc.) to completely assess patient's dietary needs.
- Interview patient, staff members, and consult with team members as needed to complete assessments/consults.
- Attend morning report, as necessary to stay current with patient's progress.
- Completes dietary assessments/consults.
- Observe meal with patients eating to assess special needs or recommend occupational therapy for adaptive equipment, food consistency changes, etc.
- Modify standard 4-week patient/individual menu in accordance with prescribed dietary needs.
- Contact assigned medical physician for referral for any noted nutrition/eating deficits.
- Update diet censes, special diet food list, and snack list.

**Duty 2****General Summary:****Percentage:** 12

Provide diet instructions to patients on modified diets. Provide instructions to family members as needed. Assist in developing and adaptive diets to meet needs of patients.

**Individual tasks related to the duty:**

- Develop and adapt dietary education material according to the cognitive level of patients.
- Develop and adapt menu's to meet patient's needs when on modified diets.

**Duty 3****General Summary:****Percentage:** 8

Lead Psycho Social Rehabilitation (PSR) Program as assigned.

**Individual tasks related to the duty:**

- Teach/educate patients in subject areas related to PSR Group.
- Complete group progress notes for all PSR Groups that are lead.
- Assess and document in medical records each patient's progress as it relates to goals/observations documented.

**Duty 4****General Summary:****Percentage:** 5

Observes and inspects the consumption of meals as prepared by Domestic Service Aides during meal service. Note adjustments necessary to ensure compliance with state, local, federal, regulatory agencies.

**Individual tasks related to the duty:**

- Inspect meal preparation and service to patients to ensure proper cooking techniques, portion sizes, correct modified diets that are to be served.
- Ensure sanitation practices are utilized by DSA staff when preparing and serving the meal.
- Observe patients and note eating styles that may pose a hazard to their health, i.e., chewing or swallowing difficulties, over-filling mouth or other observations that may indicate a necessary change in treatment plan.
- Review all logs pertaining to food service, temperatures, etc. to ensure that expected standards are maintained.
- Note and correct food quantities on meal report form as needed.

**Duty 5****General Summary:****Percentage:** 3

Paperwork and record keeping to ensure compliance with state, local, federal, and regulatory agencies.

**Individual tasks related to the duty:**

- Conduct and/or participate in sanitation checks of kitchens/food service areas.
- Participate in other monitors as requested/assigned, i.e., environmental checks.

**Duty 6****General Summary:****Percentage:** 1

Instruct Domestic Service Aides and Resident Care Aides staff in proper food handling, sanitation, basic nutrition and related dietary procedures.

**Individual tasks related to the duty:** • Develop class material

for yearly service training programs.

- Teach classes for DSA's on various nutrition topics.
- Ensure competency is demonstrated by all staff.
- Inspect kitchens utilizing sanitation check monitor form to ensure areas are clean and maintained in a sanitary condition based on local, state, and federal regulations.

**Duty 7****General Summary:****Percentage:** 1

Assist in planning menus as required that comply with Regulatory Agencies and Recommended Dietary Allowances. Also assume responsibilities of Dietitian/Nutritionist Manager in her absence.

**Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Nutritional recommendations and dietary orders. Affect patient's nutritional services, care and treatment. Domestic Service staff, Resident Care staff, Food Distribution Center, nursing. HOW AFFECTED: Need to prepare meals as written, encourage patient to adhere to diet, provide special foods as needed according to revised meal plan, and prepare nutrition care plan if needed. CONSEQUENCES: Patients will be encouraged to adhere to diet and nutritional goals. If patient is not compliant with recommended diet, they may experience weight gain and decompensation of health or develop other medical commodities associated with poor nutrition.

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

Additional training for Domestic Service staff. Changes in Dietary Policies and Procedures. Problem with food shortage/excess or food contamination.

**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.**

Standing, sitting, typing on the computer, driving around grounds to go from building to building. Patient contact on a daily basis for short periods of time. Several patients are potentially dangerous and threatening.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, 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 Assessments, Dietary Consultations, adaptation of modified diet menu and nutritional counseling for patients. Leading group in Psycho Social Rehabilitation, meal observation and sanitation monitors to ensure compliance with local, state and federal regulations pertaining to meal service.

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

The position has adapted to the changes of our dietary services.

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

The function of Dietary Services is to assess, plan, and implement the nutritional needs of the patient, in addition, the Dietary Services Department provides quality food service and in-service training.

**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 and ability to work with patients who are mentally ill, dually diagnosed, and substance abusers. Knowledge of the principles of human nutrition and diet therapy principles and practices. Knowledge of food service preparation, sanitation, and procurement; ability to formulate nutrition care plans and make clinical judgements and recommendations; ability to function as a member of an interdisciplinary treatment team; ability to instruct others, and to evaluate and inspect food preparation and service for conformance with standards; knowledge of mental illness and medical disorders. Knowledge of proper feeding techniques. Demonstrate an understanding of the age-specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle age adult (40-64), older adult (65-80), and geriatric (80+). Knowledge of security related matters and channels of communication. Knowledge of and ability to implement confrontation avoidance techniques. Knowledge of infection control.

*The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.*

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be a Registered Dietitian Nutritionist

**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.***

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Supervisor

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

I concur with above statements.

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

CHERYL SPENCER

12/3/2021

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Appointing Authority

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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.***

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Employee

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Date