

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 03/24/20

Closing Date: 03/31/20

**TITLE:** Dietitian

**SALARY:** \$35,543 - \$42,213

Hours: 40  35

**DEPARTMENT:** Human Services

Union:  Mgmt

**LOCATION:** Northfield

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

Under direction, plans diets and develops and implements dietary plans based on nutritional assessment and the special nutritional needs of individuals; does related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Dietitian is primarily, although not exclusively, concerned with therapeutic diets for individuals or groups. The Dietitian assesses nutritional needs and the nutritional status of individuals through dietary histories of individuals, laboratory values, anthropometric tests, and similar methods. The Dietitian counsels individuals and families on dietary plans, and adapting plans to the individual's therapeutic needs and life style.

Dietitians confer with physicians and other members of a health care team and correlate the individual's nutritional care plan with other care plans. They serve as advisors on nutritional care to all members of the health care team. They may also counsel individuals and their families on the requirements and importance of their diets and suggest ways to maintain these diets after being discharged from the institution.

### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college with a Bachelor's degree with a major concentration in Dietetics, Nutrition, Food, Food Science, or Food Service Management.

#### **EXPERIENCE:**

Completion of a dietetic internship and professional experience in nutrition when combined totals one (1) year, or one (1) year of full-time professional experience in nutrition.

**NOTE:** A current and valid Certification as a Registered Dietitian issued by the Academy of Nutrition and Dietetics may be substituted for education and one (1) year of experience.

OR

Graduation from an accredited college with a Master's degree in Dietetics, Nutrition, Food, Food Science, or Food Service Management.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**EXAMPLES OF WORK:**

Plans diets and supervises the preparation and serving of regular and therapeutic diets to individuals prescribed by medical staff in order to meet the nutritional needs of such individuals.

Confers with physicians and other members of the health team in order to correlate the individual's nutritional care plan with other care plans.

Discusses problems affecting individual's food habits and needs for special diet requirements.

Formulates menus for therapeutic diets based on indicated physiologic and psychological needs of individuals in order to integrate them with basic institution menus.

Plans special meals for individuals placed on modified diets by taking into consideration the nutritional value of foods, including vitamin and mineral content, and human requirements.

Gives individual or group instruction to persons on restricted diets, taking into consideration their psychological, social, and economic needs.

Inspects meals assembly in order to ascertain that each tray conforms to a prescribed diet and meets standards as to quality, quantity, temperature, and appearance.

Observes and monitors the temperatures, food handling practices, sanitation, and portioning of meals.

Provides dietary counseling to individuals and their families while the individual is in the facility and at the time of discharge in order to suggest ways to help them stay on their diets.

Assesses the nutritional needs of each person, prepares an individual dietary service in accordance with an alternative schedule which the Dietitian justifies, and documents in the individual's medical charts.

Evaluates and follows up on individual's nutritional care program and records all necessary data on individual's medical charts.

Provides nutritional guidance and consultation to other patient care personnel.

Reviews medical orders for required modified diets.

Instructs personnel regarding type and quantity of food to be prepared and any special techniques to be employed.

Trains staff to gather and chart necessary patient information to assist with ascertaining and meeting the dietary needs of patients.

Interviews individuals while making rounds in order to obtain information regarding food habits, preferences, and acceptability of food served for guidance in planning diets.

Initiates referral of specific individuals to community agencies for follow up with physician's approval.

Keeps records and compiles reports concerning technical and administrative operations such as number of meals served, analysis of diets, supplies issued, repairs to dietary equipment, and personnel attendance records.

May assist in selecting for employment, assigning duties, supervising, and evaluating dietary personnel.

May maintain time records of employees on duty and inspect kitchen, pantries, and equipment for cleanliness.

May schedule hours of duty and work assignments, orient new employees, and grant leave authorizations.

Requisitions supplies and equipment required by diet kitchen.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of the principles and practices of dietetics and diet management including food costs and cost fluctuations and similar matters.

Knowledge of modern diet and food preparation methods, and materials used in a large and/or small food service unit.

Knowledge of health and safety requirements for kitchen personnel, machinery, and equipment.

Knowledge of sociology or psychology to understand the individual's basic social needs, developmental processes, and culturally acquired attitudes and habits.

Ability to analyze, comprehend, and interpret dietary problems.

Ability to develop normal and therapeutic diets.

Ability to adapt normal and therapeutic diets to the group's and to the individual's cultural, religious, economic needs, and preferences.

Ability to apply the professional sciences of food, nutrition, and management.

Ability to organize assigned dietary and supervisory work and develop effective work methods.

Ability to design dietary plans for meeting the physiological needs of individuals and groups based on a knowledge of food composition and nutrient requirements of individuals.

Ability to integrate nutrition services into the health delivery system.

Ability to give suitable assignments and instructions to staff.

Ability to develop suitable work schedules for assigned employees.

Ability to work harmoniously with associates.

Ability to use effective oral communication techniques in persuading and informing individuals and groups.

Ability to establish and maintain suitable records and files.

Ability to organize and write technical reports, procedures, pamphlets, and similar documents.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the**

**Atlantic County Division of Human Resources**

**1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***