POSITION TITLE: Dietitian Supervisor

POSITION NUMBER: 02780

DEPARTMENT: Dietary

LOCATION: 2901 S Overland Dr. Oneida WI

DIVISION: Comprehensive Health

RESPONSIBLE TO: Continuum of Care Director

SALARY: E05 $45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

(Employees will receive 5% below the negotiated pay rate during their probationary status.)

CLASSIFICATION: Exempt

POSTING DATE: August 16, 2017

CLOSING DATE: Until Filled

Transfer Deadline: August 23, 2017

Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide nutrition services to residents of AJRCCC in a long term care setting and elders of congregate meal participants. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Supervise, assign duties to, and coordinate the activities of staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.

2. Oversee Food Service Manager and ensure;
   a. Meal service, kitchen dining, food safety and sanitation are following all Federal, State and Tribal guidelines
   b. Assure conformance to Resident’s therapeutic diet prescriptions and preferences.
   c. Develop and assist in the Menu plans to meet Federal, State and Tribal guidelines

3. Complete the MDS (minimum Data Set) process according to guidelines set by the Centers for Medicaid Services (CMS) in conjunction with the interdisciplinary team.

4. Complete the Care Area Assessment (CAA’s) and nutritional care plans.

5. Interview Resident and health care team to incorporate food preferences, lifestyle choices and the Resident’s long term health goals.
   a. Assess Residents nutritional status upon admission, quarterly or upon change of condition.
   b. Provide appropriate and timely documentation that summarizes the nutrition care plan in the Resident’s electronic medical record.
   c. Perform ongoing comprehensive nutrition assessments in accordance to State, Federal and Tribal guidelines.

6. Work with Nutrition Advisory Board to oversee menus’ to meet the Federal, State and Tribal guidelines.

7. Evaluate effectiveness of the nutrition programs to meet the needs of the Residents and elders for congregate meals site.

8. Attend State/regional/local meetings and other continuing education to maintain R.D. status.

9. Practice excellent customer service skills at all times to include, addressing patients and customer needs courteously and promptly.

10. Participate in interdisciplinary meetings and Care planning Conferences with Physicians and other health care providers.
DUTIES AND RESPONSIBILITIES (Con’t)

14. Maintain a safe environment by identifying potential safety risks and ensuring prompt resolution. Support and educate staff on safety initiatives.

15. Maintain professional and technical knowledge by attending seminars, educational workshops and conferences, conferring with representatives contracting agencies and related organizations.

16. Attend professional development activities and participate in Quality Improvement and Quality Assurance projects.


18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms, talk and hear. Stand, climb or balance, stoop, kneel or crawl.

2. Occasionally lift and/or move up to twenty-five (25) pounds.

3. Work is performed in an office setting with a moderate noise level. Work environment may involve exposure to physical risks such as blood borne pathogens.

4. Evening and/or weekend work may be required.

5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and ability to use Food Service management software.

2. Knowledge of Federal, State and Oneida requirements for provision of dietary services in long term care.

3. Knowledge and ability to plan and organize long range goals for a long term facility in a dietary services program.

4. Knowledge of long term care diet management, including nutritional values, current scientific research, protocols of established dietetic principles used in the application of Medical Nutrition therapy.

5. Knowledge of food preparation and/or service, nutritional analysis, standardized recipes for a quantity production basis.

6. Knowledge of Minimum Data Set (MDS), Care Area Assessments (CAA), and Care plans.

7. Ability to develop standard operation procedures, written policies and procedures.

8. Knowledge and skill in operation of production for meal preparation using a Food Service Suite.

9. Knowledge in food safety procedures and Hazard Analysis Critical Control Point (HACCP.)

10. Skill in current management theories and the principles and practices of management and supervisory techniques.

11. Knowledge and ability to formulate and initiate operating plans, and formulate standard operating procedures.

12. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software.


14. Skill in preparing reports and correspondence.

15. Ability to establish and maintain professional relationships with individuals with varying social and cultural backgrounds and with co-workers at all levels.

16. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.

17. Ability to demonstrate moral character, honest, tact, fairness, lack of prejudice and desire to help when dealing with people.

18. Ability to work independently and meet strict time lines.

19. Ability to make solid decisions and exercise independent judgment.

20. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)

21. Must be willing and able to obtain additional education and training.

22. Must pass a pre-employment drug screening. Must adhere to the Tribe’s Drug and Alcohol Free Workplace Policy during the course of employment.

23. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.

24. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation’s Gaming Division.
STANDARD QUALIFICATIONS (Con’t)
25. A valid driver’s license, reliable transportation, and insurance. Must obtain a Wisconsin driver’s license within thirty (30) days of employment if applicant has an out-of-state driver’s license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation’s Vehicle Drivers Policy prior to actual start date. Must maintain driver’s eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:
Applicants please clearly state on the application/resume if you meet these qualifications.
1. Working knowledge of CBORD Nutrition Suite

MINIMUM QUALIFICATIONS:
Applicants please clearly state how you meet these qualifications on the application/resume.
1. Bachelor’s Degree in Dietetics, Nutritional Science or related field.
2. Must be a Registered Dietitian (R.D.) and have active membership in the Academy of Nutrition and Dietetics.
3. Must be Wisconsin Certified Dietitian (CD).
4. Must have at least 3 years of experience of using a computerized Nutrition Suite and Food Service management software program in a long term facility.
5. Must have at least 2 years as a supervisor in a long term facility with quantity food production and sanitation.
6. Must have a valid State of Wisconsin Food Manager Certificate.

ITEMS TO BE SUBMITTED:
1. Must provide a copy of diploma/degree, license, or certification upon employment.