**POSITION SUMMARY**

This position is a clinical position which plans and directs the nutritional care of residents, Including; resident education, in accordance with physicians' orders, clinical policies and procedures, and requirements of regulatory agencies. This position demonstrates knowledge and skills necessary to provide care and interpret appropriate information related to residents’ condition. Provides appropriate care as described in the department's policies/procedures. Duties are diversified and require frequent independent judgments and decisions for compliance with or adaptation of standard procedures. Productivity for direct resident care time must meet department standards.

PRINCIPAL DUTIES AND RESPONSIBILITIES

* Develops and coordinates nutritional care plans of residents with appropriate follow up and maintains relevant resident data.
* Assesses and documents nutritional status based on disease process and age of resident.
* Chart notes are completed in accordance with policies and procedures.
* Provides nutrition education for residents and their caregivers after conducting an objective evaluation of their knowledge and learning needs.
* Once educational materials and diet instruction are provided, appropriate documentation is made in resident's medical record.
* Develops, evaluates, and revises educational materials and uses them as aides in nutrition education based on requests from medical staff, residents, employees, and the community.
* Quality improvement audits are used to measure competencies and productivity.
* Evaluates food served for conformance to quality standards and diet orders.
* Completes Minimum Data Set (MDS's) as required. Confers with food service managers regarding problems in resident food production or services.
* Participates in revision of diet manual, resident menus, and clinical policies and procedures.
* Completes department related quality improvement audits as assigned.
* Actively participates on committees, performance improvement work teams, and health

care team rounds.

* Develops and accomplishes personal goals for completing projects on an annual basis.
* Reviews computer reports and monitors parenteral and enteral nutrition use.
* Makes recommendations to professional staff regarding appropriate formula usage.
* Recommendation for parenteral and enteral nutrition are made on a cost effective basis.
* Alerts physicians to inappropriate use of parenteral nutrition.
* Reviews residents need for snacks/ supplements and consumption and makes recommendations as appropriate.
* Reviews literature and attends continuing education activities related to nutritional care to maintain active licensure and registration.
* Routinely resolves problems with customers and other outside departments.
* Enforces established safety and sanitation practices, rules, regulations, and procedures to maintain safe and clean work environment.
* Utilizes and practices universal precautions where required.
* Promptly informs the supervisor of accidents and/or damage to supplies or equipment or of any observed unsafe practices and/or procedures in a timely manner in accordance with established policies and procedures.
* Other duties as assigned.

MANAGEMENT RESPONSIBILITIES

* N/A

EDUCATION AND/OR EXPERIENCE

* Bachelor’s degree in Nutrition or Dietetics, Registered Dietician (RD) or RD eligible status (As an RD eligible must pass the registration exam with one year) required.
* Maintains licensure and registrations with appropriate agencies.
* One (1) to two (2) years' experience in a skilled nursing facility preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

* Registered Dietician required.
* ServSafe Certified within one (1) year of date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or associates of organization.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs.
* Must possess strong collaborative, interpersonal, organizational, multi-tasking, verbal and written communication skills, and a desire to create a high-performance, effective team that can produce consistent, demonstrated results.
* Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and ministry leadership.
* Competencies needed for this position include strong interpersonal relationship skills, detail oriented, work in collaboration with others, demonstrate a high degree of integrity and personal commitment, possess strong analytical skills, be able to work independently and manage multiple deliverables at the same time.
* Ability to function in a matrix environment and demonstrate a passion to succeed be self- motivated, dependable, committed, and a willingness to see a project through to its conclusion.
* Working knowledge and proficiency with Microsoft Office is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

25 LBS

* Occasionally required to carry or lift items weighing up to 10 pounds.
* Occasionally required to carry or lift items weighing up to 25 pounds for short distances. Required to obtain assistance of another qualified employee when attempting to lift objects over 25 pounds.
* Occasionally required to stand or walk.
* Frequently required to sit in a stationary position.
* Occasionally performs activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the day.
* Constantly able to communicate verbally and in written form.
* Frequently able to detect and discern both loud and soft sounds such as phone calls and customer questions.
* Constantly able to use hands and fingers to type, write, and file.
* Frequently able to use near vision for viewing computer monitor and written materials.
* Occasionally required to detect unusual odors that could indicate environmental issues.

WORKING CONDITIONS

CATEGORY II

Position is Category II of Potential Exposure, which includes tasks that involve no exposure to blood, body fluids, or tissues, but may require performing unplanned Category I tasks (expected exposure to blood, body fluids, or tissues). OSHA Blood borne Pathogen Standard 1910.1030(c)(2)(i) more specifically defines Category II Potential Exposure as: Normal work routine involves no exposure to blood, body fluids, or tissues but exposure or potential exposure may be required as a condition of employment.

* Use of appropriate Personal Protective Equipment (PPE) should be readily available to employees engaging in Category II tasks.
* Work is generally performed in an indoor, well-lighted, well-ventilated, heated and air- conditioned environment.
* Subject to frequent interruptions by staff, residents, visitors, and volunteers.
* Subject occasionally to hostile and emotionally upset residents, family members, staff, and visitors.

BEHAVIORAL APTITUDE

* Possess a personal presence characterized by a sense of honesty, integrity and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals and values of ASL.
* Possesses a willingness to learn and apply Catholic Healthcare principles and values in the discernment and decision making process for all matters.
* Creates and maintains a partnership between employees, the community, and those we serve that fosters an environment honoring individual preferences, choices and traditions.

**Via Christi Villages / Ascension Senior Living is an Equal Employment Opportunity (EEO) and Affirmative Action employer. Applicants receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, religion or other legally protected status.**