

JOB DESCRIPTION

JOB TITLE: Registered Dietician

REPORTS TO: Chief Medical Officer

DEPARTMENT: General Medicine / Diabetes Clinic

POSITION OVERVIEW:

1. Provides comprehensive nutritional care to patients identified with special needs and/or those who meet nutritional risk criteria.
2. Provides nutritional care which includes patient assessment and reassessment, patient and family education, interdisciplinary communication, nutritional plan of care development, and documentation of all interventions in accordance with policy and acceptable practice standards.
3. Acts as a competent clinician who provides clinical care in a skilled and effective manner, utilizing appropriate technical and decision-making skills.

DUTIES / RESPONSIBILITIES:

1. Completes Dietary assessment, writes on Progress Notes in the patient's E.H.R., information such as counseling, food substitutions and diet instructions provided to the patient or any pertinent impressions of the patient's ability to cope and/or acceptance of the diet modification.
2. Determines dietary needs of patients from information gathered from patients chart in consultation with medical staff, and other sources.
3. Calculates special diets ordered by physicians.
4. Calculates weighted diets for patients whose intake must be specifically limited.
5. Observes, analyzes, and records diet program and patient response to diets served to evaluate effectiveness of dietary program, to determine necessary diet changes or supplementary feeding, and to provide dietary information for related medical purposes.
6. Communicates directly with the patient's PCP via the NextGen E.H.R. to ensure care coordination.
7. Counsels patients regarding normal and therapeutic dietary needs.
8. Confers regularly and periodically with the C.M.O. to review progress, exchange information and discuss future goals.
9. Assists in planning menus and nourishment lists as needed for conformity with dietary policies and standards based on the patient's primary diagnosis (diabetes, overweight, hypertension, etc.).
10. Develops and conducts in-service training for personnel when appropriate.
11. Assists in the development of applicable sections of FHCCGLA's policy & procedure manual related to nutrition.
12. May be required to submit written monthly reports to C.M.O.
13. Practices confidentiality in regards to all client related matters.

14. Shall conduct group sessions for patients.

15. All other duties as assigned.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in nutrition or dietetics.
- At least three (3) years of management experience in acute care hospital.
- Experience in acute psychiatric hospital, highly desirable.
- Registered Dietitian Certification by the Commission of Dietetic Registration (the Credentialing Agency for the American Dietetic Association).

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Experience working in a Federally Qualified Health Center (FQHC) and Patient Centered Medical Home (PCMH) setting, preferred.
2. Familiarity with programs related to Community Health Centers/FQHC's.
3. Excellent people skills, with an ability to work effectively and collaboratively with a dynamic leadership & healthcare team.
4. Strong interpersonal and problem solving skills.
5. Possesses personal qualities of integrity, credibility, and commitment to the agency's mission.
6. Flexible, able to multitask; while setting priorities.
7. Demonstrated resourcefulness and fiscal prudence.
8. Computer knowledge, a must (Excel, Power Point, Word).
9. Strong communication skills, both verbal & written skills. Ability to communicate effectively.
10. Requires exceptional organizational skills.
11. Self-motivated to take initiative to ensure all tasks performed are completed and accurate.
12. Ability to multi-task, prioritize workload, and work under pressure of deadlines.
13. Ability to function self-sufficiently, requiring little supervision.
14. Willingness to adapt to changes in clinic schedules, agency growth and expansion.
15. Commitment to the provision of high quality health care for indigent and under-served men, women, and children.
16. Commitment to the mission and vision of Family Health Care Centers of Greater Los Angeles, Inc.
17. NextGen E.H.R. experience, preferred.
18. Transportation required (based on agency growth may be required to travel to another FHCCGLA clinic site, or to attend meetings, etc., as necessary).
19. Current California Driver License.
20. Ability to speak Spanish, required.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____