

## CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT: \_\_\_\_\_ CSN: \_\_\_\_\_ FLSA STATUS: \_\_\_\_\_

PRESENT CLASSIFICATION: Dietitian Coordinator DATE: \_\_\_\_\_

WORKING TITLE: Dietitian Coordinator

DEPARTMENT/DIVISION: Office of Correctional Medicine (OCM)

### **Function**

Under general direction, the Dietitian Coordinator provides subject-matter dietary and nutritional expertise to the OCM and its partners and stakeholders and performs complex dietary and nutritional assessments, evaluations, interventions, monitoring and education for justice-involved populations. This position is responsible for developing, coordinating, analyzing and compiling data, industry standard dietary requirements, therapeutic dietary information, etc., to aid better health outcomes. This position may serve in a supervisory capacity to subordinate staff,

### **Organizational Relationship**

This position reports to the Executive Director, who in turn reports to the Associate Provost for External Relations, who in turn reports to Dean and Provost of the SIU School of Medicine/Chief Executive Officer of SIU HealthCare.

### **Duties and Responsibilities**

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

% of time	Duties
30	1. Serves as the OCM dietary and nutrition subject matter expert. Develops, evaluates and monitors the effects of nutrition plans and practices for justice-involved populations and individuals and recommends changes as needed. Consulting with partners, stakeholders and clients to develop diet strategies and meal plans.
15	2. Develops programs and counsels partners, stakeholders and justice-involved groups and individuals on topics related to food, health, and nutrition. Promotes healthy lifestyles by speaking to groups or individuals about diet, nutrition, and the relationship between good eating habits and preventing or managing specific diseases.
10	3. Develops customized nutritional programs based on the health needs of justice-involved populations and counsels clients or groups on how to improve health through nutrition; program examples include but are not limited to those with kidney disease, diabetes, digestive disorders, or other specific conditions.
10	4. Analyzes OCM's partner and stakeholder dietary programs, policies, practices and administrative directories and identifies opportunities for improvement and continuous process improvement. Performs details and complex quality management analysis for all OCM partner and stakeholder dietary programs and identifies opportunities for improvement, trending and gaps; makes recommendations to improve the health of justice-involved populations.
10	5. Serves as supervisor of direct reports; assigns and reviews work with full accountability for the results produced; provides guidance and training; approves time off and reassigns staff to meet operating needs; counsels staff regarding work performance; recommends and imposes discipline; establishes objectives and prepares performance evaluations; determines staffing requirements. Manages and ensures that employees are complying with OCM policies and industry and best practice dietary and nutrition standards and evaluates performance.
5	6. Perform regular, detailed health record audits to ensure appropriate therapeutic diets are

	adequate, available and are being prescribed by providers; liaises with nutritionists, doctors, and healthcare professionals to evaluate nutritional data; prepares or has prepared reports and analysis to showcase audit findings; coordinates and expedites necessary actions to assure continuity of service to OCM internally and externally.
5	7. Maintains an overall awareness of organizational activities of import or impact to the designated member(s) of the unit staff and the unit; develops and trains OCM staff and partners on ethical, compassionate and non-judgmental aspects and techniques needed in the performance of services
5	8. Consistently supports compliance by maintaining privacy/confidentiality of information, displaying ethics and integrity, reporting non-compliance and adhering to applicable federal, state and local laws and regulations, accreditation and license requirements (if applicable) and to current IDOC and SIU School of Medicine policies and procedures. Maintain a HIPPA compliant environment for patients.
5	9. Performs other related duties as assigned.

### **Skills and Abilities Needed for the Position**

1. Knowledge of Scientific concepts and applications such as biological processes related to proteins, vitamins, fats and other nutrients, etc., to better evaluate and support clients in their diet and health goals
2. Demonstrated ability to plan, organize, and present complex documents and programming that are clear and concise and conclusion and results-oriented
3. Must have demonstrated professional presence and ability to work and communicate effectively internally and externally, be a strategic thinker with excellent problem solving and organizational skills as well as a visionary and proactive approach. Excels in communicating sensitive and/or adverse information. Must possess excellent oral and written communication skills.
4. Demonstrated abilities to maintain full confidentiality in all matters and to exercise sensitivity in all aspects of the position and the workplace, including employee and management concerns and issues, and protection of sensitive data and information
5. Sensitive to the needs of underrepresented and minority populations and has non-judgmental approach to servicing these populations. Must be compassionate and approachable and have respect for patient's confidentiality
6. Analytical thinker and complex problem solver. Must be responsible and trustworthy and possess strong ethics, sound judgment and expert decision making abilities
7. Good decision making and judgment capabilities
8. Possess exceptional interpersonal skills such as active listening; be socially perceptive and aware of the reactions of others and understanding those reactions; possess the skills and the ability to adjust one's actions in relation to others' actions; possess the ability to instruct others
9. Experience with statistical analysis and data collection, analysis and utilization
10. Maintenance of valid licensure and certification as required by the position

### **Minimum Qualifications**

1. Current Registered Dietitian Nutritionist licensure from the Illinois Department of Financial and Professional Regulations AND current registration from the Commission on Dietetic Registration (CDR) for the Academy of Nutrition and Dietetics.
2. Master's degree in a specialty area related to Nutrition and Dietetics.
3. Six (6) years (72 months) of professional experience as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).
4. Current certification in an area of obesity and weight management.

### **Desired Qualifications**

1. Bi-lingual – Spanish speaking

### **Responsibility**

- A. Supervisory Controls - This position frequently works independently with periodic input and guidance from direct supervisor, and at times, is directly supervised in terms of work priorities and project goals. Supervisor sets deadlines and boundaries for the position. Work is reviewed on an as needed basis and semi-annually and annually on a more formal basis.

B. Guidelines –. The position has the autonomy to problem solve and make decisions based on defined program goals and objectives, but has accountability to the Executive Director. The position is responsible for obtaining clarification or direction from the r the Executive Director as needed.

**Difficulty**

- A. Complexity – Subject to management approval, this position has high level dietary and nutrition programming responsibilities and develops, recommends, and implements policies and procedures pertaining to the program area. This position participates in planning, development and review of partner and stakeholder dietary and nutrition programs. This position serves in a supervisory capacity and has the authority to counsel and discipline and make recommendations to hire, fire, promote, demote, etc., subordinate staff.
- B. Scope and Effect - Under guidance of the Executive Director, this position oversees the dietary and nutrition programming functions for OCM.

**Personal Contacts**

Personal contacts will be face-to-face, telephone, e-mail, etc., and will be with staff, partners, stakeholders and customers. The purpose for these contacts is for OCM operations, management, functions and processes.

**Environmental, Health and Safety Responsibilities**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

**Working Conditions**

See attached Physical and Environmental Requirements form

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Chair

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Dietician Coordinator**

Position No. (If applicable): \_\_\_\_\_ Department: **Office of Correctional Medicine-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> <b>Office</b>	<input type="checkbox"/> <b>Hospital</b>
<input type="checkbox"/> <b>Clinic</b>	<input type="checkbox"/> <b>Warehouse</b>
<input type="checkbox"/> <b>Research Laboratory</b>	<input type="checkbox"/> <b>Outdoors</b>
<input checked="" type="checkbox"/> <b>Other (Be Specific):</b> <u>correctional facilities</u>	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		<b>20 - 40 lbs.</b>			<input type="radio"/>
Carrying		<b>10 - 20 lbs.</b>			<input type="radio"/>
Lifting		<b>40 - 60 lbs.</b>			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date