

**DIETITIAN (NY HELPS PROGRAM)**

**Duties and Responsibilities**

This class of positions encompasses work of varying degrees of difficulty and responsibility in the operation of a dietary department. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

**Assignment Level I**

Under supervision, provides dietary care in a dietary department. Following are typical tasks performed at Assignment Level I:

Makes nutritional assessments. Interviews clients to obtain history of food habits and preferences. Explains diet to clients and monitors reaction to diet.

Interprets laboratory data in medical records.

Monitors clients for and evaluates food/drug interactions. Consults physicians about appropriate menu modifications. Assists with the preparation of nutritional analysis of general and therapeutic cycle menus.

Prepares client nutritional care plans.

Directs service of client diets. Generally interacts with food service managers in the preparation of food as indicated by master menu, standard recipes and census requirements.

May inspect kitchen areas to assure that proper standards are maintained in the preparation, cooking, and serving of food, checking the quality, quantity, appearance, and palatability of food. May instruct and supervise staff working in cafeterias, pantries, and dining rooms to assure maintenance of premises and equipment in good sanitary condition.

Participates in testing new recipes and reports results for possible inclusion in department recipe manual.

Counsels clients in the preparation of special therapeutic or modified diets at home.

Maintains records and writes reports.

**DIETITIAN (NY HELPS PROGRAM)** (continued)

**Assignment Level II**

Under general supervision, plans and directs the operation of a major division of a dietary service. Following are typical tasks performed at Assignment Level II:

Directs and supervises work of dietitians, dietetic technicians, food service supervisors, cooks and helpers in a unit of a dietetic department. Is responsible for personnel work schedules and performance ratings.

Participates in menu planning. Evaluates and adjusts master menus to assure nutritional adequacy of therapeutic diets. Consults with medical staff concerning food service and nutritional needs of clients.

Inspects assigned food service for compliance with accepted standards and departmental policies related to food preparation, portion control, tray service, sanitation of work areas, use and care of equipment and supplies.

Inspects or supervises the inspection of all foods, supplies, and equipment upon receipt for compliance with specifications.

Prepares or assists with the preparation of estimates of food requirements and monthly requisitions.

Develops educational and training program for professional and auxiliary staff.

Maintains records and writes reports.

**Assignment Level III**

Under administrative direction, organizes, plans and directs the operation of the dietary service for an agency. Following are typical tasks performed at Assignment Level III:

Organizes, plans, and directs functions of the dietary service. Plans Dietitians' schedules, ensuring adequate coverage. Ensures their full compliance with prescribed clinical standard.

Plans staff orientation and in-service educational programs. Develops and coordinates ongoing quality assurance program. Implements performance indicators and pursues corrective remedies to ensure strict adherence to established standards.

Ensures that the agency diet manual is prepared, revised and updated.

Plans and conducts staff meetings to discuss issues pertinent to the agency's clinical program.

**DIETITIAN (NY HELPS PROGRAM)** (continued)

**Assignment Level III**

Assists the director in the review, planning and updating of menus for the general population as well as for therapeutic and religious diets.

In the absence of the director, assumes full responsibility.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college, with a major in dietetics or foods and nutrition in a program approved by the American Dietetic Association (ADA); or
2. Registration as a Registered Dietitian by the ADA.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Dietitian (50310)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.