CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV32707**
Job Class Code:	**300**	**Salary Schedule:**	**AREG**
EEO Category:	**02**	**Grade:**	**14**
Workers Comp Code:	**9410**		
Job Code Established:	**09/23/88**	**Effective Date:**	
Job Code Revised:	**08/28/06**	**Effective Date:**	**08/26/06**

JOB CODE SERIES: Arizona Institutes Hospitals Series

JOB CODE TITLE: DIETETIC TECHNICIAN

HRIS TITLE: Dietetic Tech

CHARACTERISTICS OF THE CLASS: Under the direction of the Clinical Nutritionist, this position provides dietary services to all residents/clients; confers with medical staff regarding dietary problems of individual residents/clients; assists in evaluating and counseling on nutritional problems; oversees menu and recommends changes as appropriate; monitors the preparation and serving of food; conducts diet order audits; records dietary information.

EXAMPLES OF DUTIES:
Meets with residents to complete initial, annual, and change of condition nutritional assessment; instructs residents and their families in principles of food and nutrition; provides dietary counseling; confers with medical staff regarding dietary problems of individual residents/clients; records information on appropriate charts; completes Minimum Data Set, Resident Assessment Plans and Care Plans on a timely basis; coordinates activities with Dietary Services; keeps dietary resident food profile/preference cards updated; keeps nourishment log current; initiates tray cards for new admissions; monitors preparation and portioning of regular and special diet trays; conducts diet order audits; attends Care Plan conferences as appropriate; attends and participates in staff meetings; confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge; participates in establishing and maintaining a safe and sanitary food service environment; conducts and participates in in-service training and staff development programs for regularly employed staff; compiles information for and writes periodic reports on activities of work unit including monthly reports; confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of dietetics as applied to all types of diets; food and nutrition; basic nutrition and nutritional assessment procedures; food compositions and recommended dietary allowances, dietary therapy and specific resident feeding challenges; health hazards in food service activities; individual nutritional care plans modified according to therapeutic needs; precautions needed to guard against health hazards; volume food processing and production techniques; food textures and consistencies as related to residents' ability to consume them without difficulty; policies and procedures established for the work unit; basic arithmetic computations.

Ability/Skill to: evaluate dietary problems; plan menus and formulate special diets; plan food combinations that are nutritious and appetizing; communicate verbally and in writing; establish and maintain work relationships; analyze and resolve nutritional problems; basic computer skills.

SPECIAL SELECTION FACTORS: possession of a current, valid food handler's permit.