

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: ASSISTANT DIRECTOR OF DIETETICS

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Assist in the general operation of the food service and dietary activities of a State hospital; have specific assigned responsibilities in the area of clinical or administrative dietetic practice; and do other related work.

40% Assists in the planning and implementation of the goals, objectives, and activities for clinical, production, presentation, and the dietetic internship areas. Assists in establishing department's policies and procedures to achieve desired results. Monitors department's quality improvement program and recommends action based on identified problems and proposed solutions. Assigns staff to duties and responsibilities in the clinical, production, presentation, and the dietetic internship program. Assists in the budget planning for food, supplies, equipment, educational resources, and personnel. Monitors for problems and performs problem-solving for program activities to assure effective treatment of consumers and achievement of departmental goals.

30% Assists to ensure that nutritional care, presentation, production, and dietetic internship activities conform to applicable statutes, regulations, and policies of the hospital, department, and relevant governmental agencies including State Licensing, OBRA, Joint Commission, and ADA Standards of Education. Promotes team building through effective communication and working with other professionals and staff. Promotes optimal care of patients through ongoing monitor and evaluation of nutritional care activities, production, and foodservice operations; promotes quality education of interns through ongoing monitor of learning activities and interns' performance.

20% Supervises the dietetic interns, clinical, production, and presentation staff. May delegate supervision of staff to appropriate supervisors. Reviews performance of assigned staff and dietetic interns and recommends appropriate action which may include commendations, adverse action, or other administrative response. Assures that operations of the dietetic internship, clinical, production, and presentation areas conform to bargaining unit contracts, equal opportunity guidelines, and dietetic intern selection guidelines. Assists in recruitment, selection, and assignments of employees to various areas of responsibility and duties.

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- 5 % Maintains effective liaison with program staff, vendors, medical representatives, clinical facilities, and community agencies which affiliate with the internship program, colleges, universities, and their graduates. Maintains and promotes effective working relationships with other public and private agencies providing services to consumers such as community health care facilities and professional organizations.
- 5 % Other related duties as required.
- 0 % **SITE SPECIFIC DUTIES**
None.
- 0 % **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Assistant Director of Dietetics is under the direction of the Director of Dietetics.

3. SUPERVISION EXERCISED

The Assistant Director of Dietetics has supervisory responsibility for staff in the Clinical, Production, Presentation, or Dietetic Internship areas as assigned.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles of nutrition and dietetic practice; sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; laws, rules, regulations, and accreditation standards regarding food preparation and service; cost control records for foods; personnel management practices and techniques; department's Equal Employment Opportunity (EEO) Program objectives; and, a managers role in the EEO program and the processes available to meet EEO objectives.

ABILITY TO:

Apply the principles and practices of nutrition and dietetics; plan, organize, and direct the work of others; requisition supplies and equipment; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal

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safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess registration with the Commission on Dietetic Registration of the American Dietetic Association.

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

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Supervisor Signature

Christen Ceng

Reviewing Supervisor Signature

Print Name

Christen Ceng

Print Name

Date

12-29-25

Date