

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services		CLASSIFICATION TITLE Registered Dietitian, Correctional Facility				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the clinical direction of Chief Medical Executive and direct supervision of the Food Administrator I/II Correctional Facility (CF), the Registered Dietitian, CF Provides medical nutrition therapy to patients in a correctional health care facility. The Registered Dietitian, CF plans and organizes dietary activity and provides medical nutritional therapy, writes and reviews menus, authorizes substitution or modification of special diets, serves as a member of the Interdisciplinary Treatment Team (IDTT), and provides counseling to patients. The Registered Dietitian, CF Maintains order and supervises the conduct of the incarcerated, and protects and maintains the safety of persons and property.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
35%	Plans, prepares, and directs dietary activities in licensed areas of a health care facility. Interprets and applies standards related to Dietary Services. Plans regular and therapeutic diet menus for patients based on nutrient content standards and nutrient analysis. Reviews, interviews, and gathers information on patient's history and assesses nutritional needs; documents assessments; counsels patients regarding nutritional needs; and determines appropriateness of supplements and snacks based on standard guidelines.					
25%	Establishes appropriate interpretation of physician orders for therapeutic and special diets and					

20% 15% 5%	reviews the preparation and service of these diets. Works with correctional food service staff to ensure clear understanding of patient nutritional needs. Interprets prescriptions, authorizes substitution or modification of medical diet, and prepares standardized menus. Provides nutritional assessments, nutritional counseling, development and implementation of nutritional care plans, and health record documentation. Interviews patients in housing units regarding special dietary orders. Assists in selecting, training, and evaluating Dietary Services In-Service Training (IST) programs. Acts as a liaison and continuously coordinates with medical staff, nursing staff, and institutional food service management. Provides education for patients with special dietary needs and/or problems. Supervises the conduct of incarcerated-workers and protects and maintains the safety of persons and property. Provides IST to all staff as necessary. Ensures that the Diet Kitchen maintains compliance with health facility licensure requirements. Maintains records and prepares reports. Inspects for compliance with sanitation, safety, and security standards. Assists and advises clinical staff on special nutritional needs in establishing care plans; participates in the IDTT meeting. Presents food and nutritional services issues in assigned committees. Provides and conducts effective nutrition education and training for staff and patients. Attends appropriate IST and continued education classes; and prepares appropriate reports. Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and theories of nutrition and dietetics including medical nutrition therapy; methods of planning, preparing, and serving food to a large number of persons; and special dietary requirements of mentally disordered or developmentally disabled persons, geriatric populations, and other patient groups. <i>Ability to:</i> Apply the principles and practices of nutrition and dietetics, including medical nutrition therapy; asses nutritional status and develop nutrition care plans; communicate nutritional concerns and recommendations with IDTT; provide effective nutrition education and training; and analyze situations accurately and adopt an effective course of action. LICENSE REQUIREMENT Registered Dietitian with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Incumbents must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

	SPECIAL PERSONAL CHARACTERISTICS Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; keenness of observation; and personal cleanliness. • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE