State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED / DATE LAST REVIEWED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
	HOMES DIVISION	FOOD SERVICES	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
REGISTERED DIETITIAN	REGISTERED DIETITIAN	576-214-2167-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - LANCASTER	TUE-WED: 7:30am – 4:00pm THUR: 7:30 am – 11:30am	PERMANENT	PART-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
Vacant	No	2	R19

Under the direction of the Food Manager, the Registered Dietitian completes nutrition assessments and provides Medical Nutrition Therapy (MNT) for all residents; participates as a member of the interdisciplinary team (IDT) and performs other related work. Provider must have a National Provider Identifier (NPI) and Medicare number linked to the Home to provide reimbursable MNT services and other duties as applicable.

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Complete nutrition assessments for assigned residents within specified time frames. Identify risk factors and nutrition-related problems; coordinate MNT for residents; communicate recommendations to appropriate health care team members and monitor response to plan of care. May accept or transmit verbal or electronically transmitted orders from physicians consistent with an established protocol to implement medical nutrition therapy. Order medical laboratory tests related to medical nutriton therapy with established protocols.
35%	Provide follow-up care and documentation as needed according to nutritional risk, nutrition care plan (NCP), and IDT meetings. Provide nutrition counseling, diet intervention, and resident education regarding disease/disability management, food-medication interactions, weight management, diabetes management, health promotion, wellness, and other education as needed. Provide in-service training for staff and dietetic interns/students as needed.
10%	Attend and participate in IDT meetings. Participate in department meetings, Home committees, review /revision of diet manual, formulation of policies and procedures, and development and accomplishment of goals and objectives of the department.
10%	Monitor compliance of local, state and federal regulations, complete meal observations, monitor accuracy of tray assembly, and other quality control monitors as assigned to evaluate effectiveness of resident nutritional care and food service. Communicate with appropriate staff any problems, changes, or recommendations found through meal observations; prepare meal patterns for complicated special diets as needed. Attend in-service training classes and regular monthly staff meetings. Comply with all applicable local, state and federal regulations. Provider will complete documentation in a thorough and timely manner; and submit appropriate charge slips for all resident visits in order for Veterans Homes to be reimbursed for services provided.

	Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.				**X**	
SITTING: Workstation; meetings; training.				**X**	
STANDING: Copy documents; review records.			**X**		
BALANCING:		**X**			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:			**X**		
LIFTING 10-25 LBS:		**X**			
LIFTING 25-50 LBS:		**X**			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					**X**

REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X		
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events			X		
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**