DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **DIRECTOR OF DIETETICS**	
Approved by Manager II – Nicholas Dolan **Signature:**	**Date Approved:** 5/14/2026

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: Under general direction, to plan, organize, and direct the food service and dietary activities of a State Hospital to provide full nutritional services to facility clients/patients.

35% COMPLIANCE WITH LEGAL MANDATES WHICH GOVERN HOSPITAL OPERATION, LICENSING REGULATIONS AND ACCREDITATION STANDARDS:

- Develop departmental policies/procedures required for the nutritional care and safe/timely provision of meals for the patient population.
- Participate in hospital-wide planning that may impact Nutritional Services.
- Administer budgets allocated to the department so as to meet the goals and objectives of the facility while conforming to budgetary constraints.
- Monitor civil service and patient labor allocated positions/hours and recruit when vacancies occur.
- Policies and procedures developed and maintained in consultation with representatives and the Medical Director to govern the provision of dietetic services.
- Monitor and maintain compliance with relevant JCAHO, Licensing, Environmental Health, Department of State Hospitals (DSH), and Coalinga State Hospital (CSH) polices.

35% STRATEGIC PLANNING:

- Maintain and promote an effective liaison with the patient community council, medical and program staff, and ensure questions and/or complaints receive a timely response.
- Promote and direct Performance Improvement activities, including documentation and monitoring activities related to service quality/opportunities and resolution.
- Participation on the Infection Control PMT, Patient Staff Liaison meeting and Canteen Board member.

25% RESOURCE MANAGEMENT:

- Provide leadership in promoting a safe and secure work environment.
- Establish and maintain a safety management program that includes

security, escape prevention, staff patient interactions, incident response, injury prevention, health/hygiene, equipment operation, chemical precaution (MSDS), HACCP and contraband control.
- Provide direction for staff in the development of measurable performance goals/objectives.
- Promote an environment where coworkers treat one another with professionalism, courtesy and respect.
- Develop a productive working environment by exercising skill in the evaluation of staff competency and the resolution of personnel issues. This includes: providing training/modeling to the Supervisors regarding effective interventions; promoting teamwork/positive staff morale; developing effective communication systems within the department; monitoring to assure performance evaluations/counseling conform to hospital policies and are delivered/reviewed in a timely manner.
- Ensure that all Nutritional Services staff receives mandatory training and that other appropriate training is provided.

5% PUBLIC RELATIONS
- Serve as a resource and consultant to the Assistant Hospital Administrator in budget planning, allocation resources and developing polices.
- Direct the provision of nutrition services during an emergency.

2. SUPERVISISION RECEIVED:

Manager II
Medical Director (medical oversight of diets)

3. SUPERVISION EXERCISED:

Hospital Administrative Resident I
Assistant Director of Dietetics
Registered Dietician (Safety)
Analyst I/II
Office Technician (Typing)

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; costs control records for foods; personnel management practices and techniques; department's affirmative action program

objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.
ABILTITY 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 affirmative action objectives.

5. **REQUIRED COMPETENCIES:**

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

DIVERSITY, EQUITY, AND INCLUSION: Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form incompliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Personnel Management: Applies and demonstrates knowledge of effective interventions to improve employee performance.
- Dietetic Practice: Applies knowledge of clinical nutrition and food service management principles in the production, distribution and service of foods.
- Dietary Regulation's/Standards: Applies knowledge to assure compliance to Licensing/JCAHO and Environmental Health codes/regulations/standards.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- Applies knowledge of dietetic and food management principles in a psychiatric setting.

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 Services.

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

7. TRAINING:

Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature	Print Name	Date

Supervisor Signature	Print Name	Date