

# Employment Opportunities

EO-446

June 3, 2024

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Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

[www.leadingagewi.org/services-education/employment-opportunities](http://www.leadingagewi.org/services-education/employment-opportunities).

## **EO-1037 Registered Dietitian – Wauwatosa, Wisconsin**

Position: Dietitian – LH & HP

### Summary

The dietitian will develop and implement a plan of care for residents based on assessment of nutritional needs in accordance with current federal, state, and local standards, guidelines and regulations. The dietitian will support dining & hospitality and nursing departments with education regarding nutritional care.

### ESSENTIAL FUNCTIONS

Major Responsibilities	Measure
<p><b>1.</b> Ensures that all resident dietary needs are met</p>	<ul style="list-style-type: none"> <li>▪ Provision of appropriate diets to residents per physicians’ orders.</li> <li>▪ Represents residents’ nutritional interests in resident care management meetings and other committee meetings to promote coordination of dietary care with total resident care.</li> <li>▪ Assesses residents’ nutritional needs and participates in the care plan for each resident.</li> <li>▪ Consults clinical and social services teams concerning policies affecting residents’ food habits and needs.</li> <li>▪ Implements the use of a recognized and approved diet manual.</li> <li>▪ Consults with residents about their dietary preferences.</li> <li>▪ Coordinates and directs residents’ nutritional needs with dietary and nursing staff.</li> <li>▪ Completes nutritional assessments before resident care meetings.</li> <li>▪ Observes state requirements when planning menus, nutritional assessments, care plans, special diets, etc.</li> <li>▪ Is present in dining room at meal time</li> <li>▪ Assists in resident feeding on nursing units when necessary.</li> <li>▪ Participates in daily IDT meeting</li> </ul>

<p>2. Provides management and support to diet techs</p>	<ul style="list-style-type: none"> <li>▪ Trains, supervises, and directs dietetic technician(s).</li> <li>▪ Assists in in-service meetings for proper training and development of dietary personnel.</li> <li>▪ Attends and participates in team meetings.</li> <li>▪ Enforces the uniform policy with direct reports and dining staff including hairnet (when in kitchen),</li> </ul>
<p>3. Ensures the overall quality of nutritional services</p>	<ul style="list-style-type: none"> <li>▪ Assists in establishing policies and procedures concerning clinical aspects of the department.</li> <li>▪ Participates in Quality Council/Reports on assigned metrics.</li> <li>▪ Addresses resident and/or family complaints in a timely manner.</li> <li>▪ Maintain strict confidentiality of employee and resident information.</li> <li>▪</li> </ul>
<p>4. Provides dietary consultation and services to Harwood Place</p>	<ul style="list-style-type: none"> <li>▪ Completes menu break downs for all assisted living residents.</li> <li>▪ Creates menus for residents with correct offerings.</li> <li>▪ Meets with assisted living residents about dietary restrictions.</li> <li>▪ Visits Harwood Place 1-2 times a month, or as needed.</li> <li>▪ Meets with independent residents if they have questions regarding their diet.</li> </ul>
<p>5. Collaborates with care team to assure service and care delivered to resident meet expectations</p>	<ul style="list-style-type: none"> <li>▪ Instructs employees on special menu requirements and supervises meal service for accuracy.</li> <li>▪ Solicits and incorporates feedback from resident/family/care team regarding resident satisfaction and needs.</li> <li>▪ Addresses or assists with resolution of resident or family concerns or complaints</li> <li>▪ Collaborates with the manager and supervisors to ensure that resident requests are met and menu items are available and offered to residents at all times.</li> <li>▪ Participates in IDT reviews</li> <li>▪ Collaborates with director, executive chef and manager to achieve department goals</li> </ul>
<p>4. Human Resources Function</p>	<ul style="list-style-type: none"> <li>▪ Recruits and selects dietetic technicians and other dining staff as needed.</li> <li>▪ Reviews and checks competence of work force and makes necessary adjustments or corrections</li> <li>▪ Regularly reviews personnel and makes recommendations to the director concerning employee changes.</li> <li>▪ Maintains accuracy in payroll</li> <li>▪ Terminates employees when necessary, documenting and coordinating such actions with director and human resources</li> </ul>
<p>5. Leadership</p>	<ul style="list-style-type: none"> <li>• Fosters and maintains a cohesive team environment</li> <li>• Conducts regular meetings related to role and responsibilities including department meetings, one-on-one's, and check-ins.</li> <li>• Sets clear expectations for the department and uniformly enforces to ensure best practices in delivery of care and services</li> <li>• Provides regular and consistent feedback.</li> <li>• Identifies and coordinates education, training and staff development for employees</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintains visibility to assist staff with issues, address concerns and ensure compliance with policy and procedure while ensuring a satisfactory dining experience.</li> <li>• Participates in weekend manager on duty program rotation</li> <li>• Member of the Lutheran Home and Harwood Place (LHHP) management council</li> <li>• Attend management council meetings and share information with direct reports</li> <li>• Participates in Leadership Academy courses and completion is required for this position</li> </ul>
6. Attendance	<ul style="list-style-type: none"> <li>▪ Attendance is an essential requirement for this position.</li> </ul>
7. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> <li>▪ To be determined by supervisor</li> </ul>

### QUALIFICATIONS

Education	<ul style="list-style-type: none"> <li>▪ Bachelor of Science degree in Dietetics</li> <li>▪ Dietitian (RD) with American Dietetic Association</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ One to two years of experience in a nursing home or hospital setting is preferred.</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>▪ Must be able to assist in the education of residents</li> <li>▪ Excellent communication and interpersonal skills with residents, staff, and families</li> <li>▪ Intermediate computer skills</li> <li>▪ Excellent organization, decision-making and problem-solving</li> </ul>

### PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> <li>▪ Ability to work at a consistent pace throughout the shift</li> <li>▪ Adequate physical strength to perform duties of job</li> </ul>
Strength	<ul style="list-style-type: none"> <li>▪ Frequent manual lifting, up to 25 lbs., depending on equipment available (20-30% of shift)</li> <li>▪ Occasional manual lifting up to 50 lbs. (5-10% of shift)</li> <li>▪ Frequent pushing and pulling up to 50 lbs., depending on equipment available (20-30% of shift)</li> </ul>
Manual Dexterity	<ul style="list-style-type: none"> <li>▪ Sufficient manual dexterity to perform activities required under essential functions</li> <li>▪ Frequent light grasping and fine motor tasks (50-75% of shift)</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>▪ Ability to perform gross body coordination and hand-eye coordination tasks without instability</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>▪ Ability to sit, stand, bend, squat, lift and move frequently during working hours</li> <li>▪ Frequent standing (50-75%)</li> <li>▪ Occasional stair climbing and descending (20% of shift)</li> </ul>
Visual	<ul style="list-style-type: none"> <li>▪ Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>

Hearing	<ul style="list-style-type: none"> <li>Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>
Speech	<ul style="list-style-type: none"> <li>Must be able to speak and write the English language in an understandable manner</li> </ul>

#### LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> <li>Treating others with dignity and understanding</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>Working with integrity and pride</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>Building meaningful relationships</li> </ul>
Creativity	<ul style="list-style-type: none"> <li>Facing opportunities and challenges with imagination, flexibility and optimism</li> </ul>
Resident/Client/Customer Focused	<ul style="list-style-type: none"> <li>Does whatever is necessary to meet the needs of the resident/client/customer</li> </ul>
Communicates Openly	<ul style="list-style-type: none"> <li>Communicates with resident/clients, families and visitors in an appropriate and effective manner</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)</li> </ul>
Unit/Department Teamwork	<ul style="list-style-type: none"> <li>Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done</li> </ul>
On-line Education Compliance	<ul style="list-style-type: none"> <li>Timely and successful completion of monthly on-line education</li> </ul>
Education Compliance	<ul style="list-style-type: none"> <li>Timely and successful completion of mandatory in-service or competence assessments</li> </ul>
Attendance and Scheduling	<ul style="list-style-type: none"> <li>Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures</li> </ul>

#### STANDARD PRECAUTIONS

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

#### UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED

- Must wear employee name badge
- No specific uniform is required. However, a professional image is expected at all times.

#### SUPERVISORY RELATIONSHIPS

- Reports directly to the Director – Dining & Hospitality
- Supervises the Dietetic Technicians and Diet Clerk

Interested participants can apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101\\_000001&jobId=496075&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000001&jobId=496075&source=CC2&lang=en_US)