

Employment Opportunities

EO-456

July 11, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

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.

EO-1047 Registered Dietician – Wauwatosa, Wisconsin

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

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

	<ul style="list-style-type: none"> • Member of the Lutheran Home and Harwood Place (LHHP) management council • Attend management council meetings and share information with direct reports • Participates in Leadership Academy courses and completion is required for this position
6. Attendance	<ul style="list-style-type: none"> ▪ Attendance is an essential requirement for this position.
7. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> ▪ To be determined by supervisor

QUALIFICATIONS

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

PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> ▪ Ability to work at a consistent pace throughout the shift ▪ Adequate physical strength to perform duties of job
Strength	<ul style="list-style-type: none"> ▪ Frequent manual lifting, up to 25 lbs., depending on equipment available (20-30% of shift) ▪ Occasional manual lifting up to 50 lbs. (5-10% of shift) ▪ Frequent pushing and pulling up to 50 lbs., depending on equipment available (20-30% of shift)
Manual Dexterity	<ul style="list-style-type: none"> ▪ Sufficient manual dexterity to perform activities required under essential functions ▪ Frequent light grasping and fine motor tasks (50-75% of shift)
Coordination	<ul style="list-style-type: none"> ▪ Ability to perform gross body coordination and hand-eye coordination tasks without instability
Mobility	<ul style="list-style-type: none"> ▪ Ability to sit, stand, bend, squat, lift and move frequently during working hours ▪ Frequent standing (50-75%) ▪ Occasional stair climbing and descending (20% of shift)
Visual	<ul style="list-style-type: none"> ▪ 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
Hearing	<ul style="list-style-type: none"> ▪ 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
Speech	<ul style="list-style-type: none"> ▪ Must be able to speak and write the English language in an understandable manner

LH & HP CORE VALUES AND COMPETENCIES

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

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 applicants 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