



# Ho-Chunk Nation

## Job Description

<b>TITLE:</b> Dietitian - TAU		<b>JOB CODE:</b> DTAU
<b>GOVERNMENT</b>	Exempt	<b>PAY GRADE:</b> 13
Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

The mission of the Dietitian position is to ensure that the elders are receiving exceptional nutritional services. The main focus of this position is to oversee the TAU cooks and assistant cooks at all of the meal sites to assure that all menus meet the Wisconsin Aging Network Manual of Policies, Procedures, and Technical Assistance. This position is responsible for making sure that each elder is provided with a participant nutritional assessment. The Dietitian will also provide nutritional information to elder participants and serve as a nutrition resource for departmental staff as needed.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Approve all menus at the five TAU meal sites on a monthly basis.
2. Assist TAU Director in the development of sanitation policy and procedures, and provision of staff training in proper sanitation procedures on a monthly basis.
3. Assist TAU Director in selection of food service equipment on a yearly basis.
4. Assist TAU Director in the development of food contracts on a yearly basis.
5. Assist TAU Director in the provision of Nutrition Screening on a monthly basis.
6. Develop and provide nutrition in-services to TAU cooks at least four times per year.
7. Monitor each TAU meal site annually to evaluate the provision of nutrition services and verify that:
  - a. Meals comply with the nutritional requirements of the menus
  - b. Food safety standards are in accordance with the Wisconsin Food Code.
  - c. All nutrition services comply with the state policy.
  - d. Nutrition screening scores are accurately collected from all participants in compliance with state policy.
8. Supervise TAU Cooks and Assistant Cooks on a monthly basis.
9. Complete referrals for nutrition counseling, as appropriate, for all participants who are at risk nutritionally as requested.

### **JOB RESPONSIBILITY**

Job Reports to	TAU Division Director
Leadership Accountability	Assists in developing policy and strategic plans, implements operating plans.
Supervisory Accountability	Supervises associates below supervisory level.
Organizational Accountability	Manages work group within a sub-unit of a department.
Financial Accountability	Monitors expenditures.

Approved by: (Committee and Date)

Customer Accountability	Interfaces with officials and executives, Interfaces with regulatory authorities, Interfaces with outsiders customers, Interfaces with insides customers.
Freedom to Act	Operates with significant independence, Subject to general input from supervisor, Subject to regular review by supervisor.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Bachelor's degree from an accredited institution with a Major in Dietetics.
2. Preferred completion of a dietetic internship or equivalent program approved by the American Dietetic Association.
3. Currently credentialed as a Registered Dietitian or a Registered Dietetic Technician or willing to take, and successfully pass, the Registered Dietitian or Registered Dietetic Technician exam within one year from date of hire.
4. Knowledge of Ho-Chunk Nation culture and tradition is a plus.
5. Promote a healthy, non-abusive lifestyle.
6. Possess valid driver's license, dependable transportation, and proper insurance.

### **EXPERIENCE:**

1. Preferred experience with food safety standards, nutrition screening, menu analysis and general supervision.
2. Proficient in Microsoft Word, Excel, and Outlook.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to work under minimum supervision and demonstrate strong initiative.
2. Possesses ability to develop, compile and update menus/recipes in keeping with state policy.
3. Possesses good decision making, interpersonal relations and leadership skills.
4. Must have exceptional organizational skills.
5. CPR and First Aid training required.

## **WORK PLACE RESPONSIBILITY**

1. Maintain a safe and healthy work place environment.

## **WORKING CONDITIONS**

1. Office setting.
2. Some travel required.