UNIVERSITY OF SOUTHERN CALIFORNIA

Dietitian

Job Code: 185917

Grade: HF
OT Eligible: Yes
Comp Approval: 2/25/2015

JOB SUMMARY:
Plans and directs preparation of diets as prescribed. Consults and counsels patients and relatives on special diet requirements.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______  Reviews physician's orders for diet requirements of patients.
______  ______  Interviews patients for diet information, food habits and records pertinent data.
______  ______  Selects preferred foods or diets to provide necessary nutrition.
______  ______  Instructs patients or relatives on diet therapy.
______  ______  Inspects special diet trays for compliance with diet instructions.
______  ______  Keeps records and reports regarding administrative operations.
______  ______  Participates on interdisciplinary treatment team.
______  ______  Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Associate's degree

Minimum Experience:
1 year

Minimum Field of Expertise:
Registration with the American Dietetic Association
Preferred Experience:

2 years

Skills: Administrative:

Clinical documentation
Communicate with others to gather information
Customer service
Establish records
Gather data
Maintain records

Skills: Other:

Analysis
Assessment/evaluation
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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