



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER

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JOHN M. HOUSTON
COMMISSIONER
BEVERLY WHITE, BSN, MS
DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: MH Dietitian II **NUMBER:** 8805
JOB CODE: F2000 **SALARY RANGE:** (69) - \$31,195.20- \$47,270.40 **POS.#:** 8802055
JOB LOCATION: Mary Stark Harper Center **DATE:** 1-09-08

QUALIFICATIONS: Graduation from a four-year college or university with a major in Dietetics or Institutional or Food Service Management. Considerable (Minimum 24 months) responsible experience in dietetic or food service management work. **NECESSARY SPECIAL REQUIREMENTS:** Current registration by the American Dietetic Association. Licensure as a dietitian/nutritionist by the Alabama Board of Examiners for Dietetics/Nutrition Practice preferred.

KIND OF WORK: Coordinate, direct and manage dietetic service for geriatric patients in a manner that assures nutritional needs are met. Complete nutritional assessments, provide direct nutritional care and maintain adequate documentation. Order nutritional supplements and other related supplies. Monitor and communicate with contract food service vendors on issues such as food preparation, meal quality, delivery and presentation, menu selection, special diets, sanitation and use/clean-up of facilities in compliance with the contract JACHO, and Medicare/Medicaid guidelines. Conduct Continuous Quality Improvement functions for dietary services with emphasis on monitoring and evaluating services and implementing recommendations for change when necessary. Give/receive information to/from geriatric patients' families, staff and resource providers. Conduct and/or participate in inservice training and continuing education activities to facilitate professional growth in compliance with JCAHO standards and DMH/MR policy. Interact/communicate with hospital staff/other departments concerning the treatment of geriatric patients in compliance with standards. Participate in treatment planning, implementation of treatment and documentation of treatment for geriatric patients in accordance with skill level and disciplinary requirements.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of personal and food sanitation principals. Knowledge of diets, menu planning, and methods of food preparation. Good working knowledge of quality improvement. Ability to work independently. Knowledge of JCAHO and Medicare/Medicaid Standards. Ability to keep accurate records and prepare reports. Ability to plan, organize, and prioritize work activities. Ability to work with patients and all levels of staff in a courteous and professional manner. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification.

Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE or the Official Web Site www.mh.state.al.us. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed should be in the same format as the applications. Resumes will not be accepted in lieu of an official application.

Accredited by Joint Commission