



**MISSISSIPPI BAND OF CHOCTAW INDIANS
JOB ANNOUNCEMENT#15-08-00**

1. Position Title: Director of Dietary and Nutrition Services
2. Salary: Grade 16
3. Opening date: **SEPTEMBER 15, 2016** SEP 15 2016
4. Closing date: **SEPTEMBER 29, 2016 OR UNTIL FILLED**
5. Supervisor: Deputy Health Director
6. Job Location: Choctaw Health Center
7. Type of Employment: Regular Full-Time; Exempt
8. Scope of Service and Effect:

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, MS, off of state Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the Tribe's population across a ten county area in central Mississippi. It is a 179,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. The Choctaw Health Center (CHC) houses the only Registered Dietitians on the Choctaw Indian Reservation. Therefore, the Director of Dietary and Nutrition Services, along with his/her team of Dietitians, is responsible for coordinating Nutrition Services and providing consultation to all programs needing Nutrition Assistance on the Reservation as well as at the Choctaw Health Center. The Director of

Nutrition and Dietary is also responsible for the planning, education and training offered through the Choctaw Health Center to departments housed within the Center as well as to all other programs on the reservation. This includes the general supervision of the following major areas: 1) Nutrition Assessments and Counseling for patients from Inpatient, Primary Care, Women's Wellness Center, Diabetes Management Center, and Specialty Clinics 2) Nutritional education and dietary planning for the rural clinics 3) Nutrition assessment and counseling provided to prenatal women and children for Medicaid reimbursement 4) Consultation with referred patients who have special dietary needs in the Schools and Early Childhood programs 5) Supervision of meal preparation, service and sales through the dietary department 6) Menu review, staff training, as well as planning and implementing Nutrition Education programs for all the various entities on the Choctaw Indian Reservation. Will also work with team of Dietitians to ensure that all DNV guidelines are met by the department.

9. Responsibilities and Duties:

Coordinates team of Dietitians to ensure that someone is always available to serve the Choctaw Health Center patients (including reimbursable Medicaid/Medicare patients) and to oversee Dietary, collect money received from meal sales and deposit it at the Tribal Office, while providing Nutrition Services to the other programs on the reservation and in the community.

Coordinates Food Service to ensure that inpatient diets are prepared and served in an appropriate matter and consistent with physician orders.

Develops and modifies menus, gathers recipes and assistance in the implementations of menus for meal service to inpatient and guest.

Reviews tube feedings of referred patients to ensure they are appropriate to meet the patients' needs and makes recommendations for change when necessary.

The Director of Dietary is responsible for ensuring that the CHC team of Dietitians are available to be provide the following services to the below listed departments upon request from the department supervisors. The Dietitians will do everything within their ability to ensure that nutrition services are provide to help these departments meet their guidelines and/or Federal Regulations with no interruption of services at the Choctaw Health Center:

DEPARTMENT

Early Childhood Program

SERVICE

All Children Enrolled in an Early Childhood program must have a Nutrition Assessment by a Registered Dietitian before entering the program, then yearly thereafter; also as needed for special diet requirements

Nutrition education programs to individual classrooms

In-service Training with Early Childhood Staff

In-service Training with Cook & Food Service Workers

Nutrition Education Programs for Parent meetings

diaries

Assist in program development and implementation

Provides day-to-day, direct supervision to the Clinical Dietitian, Assistant Dietitian, and the Dietary Manager as well as indirect supervision to the Cooks, Food Service Workers and the Cook Foreman.

Responsible for the development and implementation of all departmental policies and procedures insuring the quality, safety, appropriateness of the Dietetic Department services and functions. *The policy and procedure manual will be subject to review and approval by the director of CHC and the chief of Staff.*

Develop and coordinate the Dietary Department Quality Management Program. *Reports must be submitted monthly to the quality management coordinator.*

Develops and maintains the budget for the Dietary and Nutrition Department.

Responsible for developing control procedures for collecting and depositing money that is generated through meal sales by the dietary department.

Provides nutrition assessment and education for infants, children and prenatal patients for Medicaid reimbursement. This may include designing group presentations for prenatal classes. *The incumbent's assessment and/or classes will be subject to chart reviews and/or observation of the services provided.*

Acts as a Liaison between Contract Health Care Providers to provide continuum of care to patients from all over the reservation. Ensures that a Dietitian assesses the patients need for supplemental feedings as well as securing and providing special formulas when patients have no resources to purchase the supplements.

Supervises and coordinates services closely with Clinical Dietitian in the Diabetes Management Center to monitor the diet counseling and information provided to diabetic patients (including Medicare patients for reimbursement) through the Diabetes Management Center and Inpatient department.

The Registered Dietitian provides care for patients/clients in the following age groups: infants (birth - 12 months), children, adolescents, adults and geriatrics, and demonstrates proficiency in meeting the needs of the variety of patients served. *This will be monitored through chart review or observation during competency evaluations.*

The Registered Dietitian recognizes the psycho-social, cultural and age related uniqueness of the patients/clients served and demonstrates the ability to provide quality service to each patient. *This will be monitored through chart review or evaluation.*

Provides nutritional assessments and/or counseling to all patient from outpatient, inpatient, Women's Wellness Center, Diabetes Management Center and the Community Clinics by individual request and/or referrals and for patients identified through nutritional screening and/or chart review. *This will be monitored through chart review or evaluation.*

	Menu review and approval
Choctaw Tribal Schools	Nutrition Education programs to all students enrolled in all Tribal Schools
	Nutrition Education programs for parent meetings
	Nutrition Education classes for individual classrooms
	Consultation at the school with individual students who have special nutrition needs
	Any Nutrition Education programs necessary to meet the requirements mandated by the Federal Government.
Elderly Nutrition Program	Menu review, revision, and approval
	Nutrition Education programs to program participants.
	Nutrition In-services and/or consultation for Dietary Staff
Choctaw Detention Center	Assist with menu development and review
	Provided consultation for developing Dietary Policy and Procedures
	Provide Group or Individual Nutrition Education Classes to staff or inmates
Vocational Rehabilitation	Nutrition Education Classes to staff and participants
Farmers Markets	Nutrition Booths for Health Fairs
Extension Services	Nutrition In-services and Programs
Pearl River Resort	Nutrition In-services and Programs
Other Tribal Programs	Nutrition Activities for Special Kids Day Programs
Diabetes Prevention Program	Nutrition Education for Diabetes Prevention in Schools
	Cooking Demonstrations
	Assistance with community activities and events
	Nutrition Booths at Health Fairs
Special Diabetes Project for Indians	Day to day consultant services as needed
	Assist in teaching lessons related to nutrition & review food

Ensures that all Dietitians have been approved for medicaid/medicare reimbursement.

Reviews patient medical charts and makes appropriate entries on nutrition assessment forms and patient encounter forms.

Develops teaching materials, power points and handouts for patient education materials for all the specific diets and diseases that may be encountered frequently.

Provides consultation and technical assistance to professional staff on nutritional matters.

Participates in the total Choctaw Health Center program to contribute to the goal of elevating the health status of tribal members.

Provides leadership and direction for the WIC program and provides nutrition services to referred WIC clients.

Attends recognized professional associations to keep abreast of new developments in the field and to maintain Dietitian Registration.

Devises creative methods to encourage necessary changes in patient eating habits.

Reviews and Revises the Dietary Policy and Procedure manual annually and ensures that all policy and procedures are enforced.

Performs other duties as required.

10. Work Environment

Work in clean and well-lighted office area.

11. Physical Demands (if applicable):

Occasional lifting items up to 30 pounds.

12. Qualifications:

B.S. degree in Dietetics or Nutrition from an accredited College or University and successful completion of an approved dietetic internship. Master's degree preferred.

Membership or eligible for membership as a Registered Dietitian in the American Dietetic Association. At least two years' experience in a full-time, responsible, professional Dietitian position. Preference given to patients with Supervisory experience in the field of Nutrition and Dietetics

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350