



Choctaw Health Center

Nutrition and Dietary Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4136

JOB ANNOUNCEMENT # 131125

POSITION TITLE: Director of Nutrition and Dietary
SALARY: Tribal Pay Scale Grade 16
SUPERVISOR: Director of Financial Services
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full Time/Exempt/Non-Essential
Opening Date: AUGUST 09, 2023 **AUG 09 2023**
Closing Date: SEPTEMBER 08, 2023 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off 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 11,000+ members of the tribe's population across ten county areas in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

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 position oversees the dietary department and directs the dietary manager. This position will also work with a team of Dietitians to ensure that all DNV guidelines are met by the department.

Responsibilities and Duties:

- 1) Coordinates team of Dietitians to ensure that dietitians are available to serve the Choctaw Health Center 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.
- 2) Coordinates Food Service to ensure that inpatient diets are prepared and served in an appropriate manner and consistent with physician orders.
- 3) Develops and modifies menus, gathers recipes, and assists in the implementation of menus for meal service to inpatient and guest.
- 4) Reviews tube feedings of referred patients to ensure they are appropriate to meet the patients' needs and makes recommendations for change when necessary
- 5) The Director of Dietary is responsible for ensuring that the CHC team of Dietitians is available to provide nutrition services to CHC daily and other programs on the reservation as requested.
- 6) 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.
- 7) Responsible for the development and implementation of all departmental policies and procedures ensuring the quality, safety, appropriateness of the Dietetic Department services and functions.
- 8) Develop and coordinate the Dietary Department Quality Management Program.
- 9) Develops and maintains the budget for the Dietary and Nutrition Department.
- 10) Responsible for developing control procedures for collecting and depositing money that is generated through meal sales by the dietary department.
- 11) Provides nutrition assessment and education for infants, children, and prenatal patients for Medicaid reimbursement.
- 12) 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.
- 13) 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.

- 14) 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.
- 15) 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.
- 16) Reviews patient medical charts and makes appropriate entries on nutrition assessment forms and patient encounter forms.
- 17) Develops teaching materials, power points and handouts for patient education materials for all the specific diets and diseases that may be encountered frequently.
- 18) Provides consultation and technical assistance to professional staff on nutritional matters.
- 19) Participates in the total Choctaw Health Center program to contribute to the goal of elevating the health status of tribal members.
- 20) Provides nutrition services to referred high risk WIC clients.
- 21) Attends recognized professional associations to keep abreast of new developments in the field and to maintain Dietitian Registration.
- 22) Devises creative methods to encourage necessary changes in patient eating habits.
- 23) Reviews and Revises the Dietary Policy and Procedure manual annually and ensures that all policy and procedures are enforced.
- 24) This position will also work with a team of Dietitians to ensure that all DNV guidelines are met by the department.
- 25) Participates in various committees and teams at CHC as needed.
- 26) Performs other duties as required.

Hours Worked:

This is a non-essential position. Incumbent will work 40 hours per week Monday-Friday.

Work Environment:

Works in a well-lighted, vented, and heated kitchen and office area.

Physical Demands:

Occasional lifting of up to 30 pounds. Works in a well-lighted, vented office area. Constant use of computers.

Job Hazards:

Possible Expose to communicable diseases in hospital setting.

Qualifications:

- 1) 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. (Attach copy/proof)
- 2) Must be registered by the Commission on Dietetic Registration and be licensed by the state of MS. (Attach copy/proof)
- 3) Must possess a valid MS driver's license and automobile liability insurance and have reliable transportation and telephone. (Attach copy/proof)
- 4) Successful completion of a criminal background investigation and pre-employment drug screen.
- 5) Must possess outstanding verbal and written communication skills.
- 6) Must be proficient in computer programs such as Microsoft Word.
- 7) Must have at least two years' experience in a full-time professional Dietitian position.
- 8) Preference given to applicants with prior supervisory experience in the field of Nutrition and Dietetics.
- 9) Annual flu vaccination required per CHC policy.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required, and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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 persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up 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 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 a 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

IF INTERESTED, SEND APPLICATION TO:

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