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|  | **Job Description** |

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| **JOB TITLE: Nutrition Coordinator** | **DEPARTMENT:** |
| **Salary Grade: TBD**  **Weekly Hours**: 37.5  **FLSA Status**: Exempt  **Classification: Nutrition Coordinator ( RD)** | **Reports To:** Clinical Nutrition Manager (RD)  **Job Code:** 1610  **Date : 06/2015**  **Bargaining Unit: N/A** |
| **GENERAL STATEMENT:** | |
| The Nutrition Coordinator is a Registered Dietitian that assesses the nutrition health needs of patients and provides individualized Medical Nutrition therapy via the Nutrition Care Process. Functions as a vital part of the Interdisciplinary team and performs as a liaison of the Food and Nutrition Department throughout the hospital. Provides supervision and guidance to diet clerks, diet technicians and associated to ensure the execution of the patient nutritional needs.  The Nutrition Coordinator assists the Clinical Nutrition Manager in matters relating to Quality Assurance, productivity, menu development, patient educational material, and patient satisfaction surveys. Participation on Hospital committees, planning, and employee/staff training as needed. Responsible for personnel development and orientation. Supports the highest possible patient satisfaction levels that ensure program effectiveness in attaining Hospital, food, and nutritional service goals. | |
| **PRIMARY RESPONSIBILITES:** | |
| 1. Application of the Nutrition Care Process (NCP) in providing nutrition care to include:  * Conduct nutrition assessments * Diagnose nutrition problems * Development nutrition related priorities, goals and objectives * Implementation of interventions. Monitoring and revision of interventions as warranted.  1. Provision of MNT and nutrition services to all individuals across the lifespan, groups and special populations. 2. Executing interventions per protocol to meet individual nutrients needs; modification of food textures, ordering Provide MNT for medical diseases and conditions across the continuum of care. 3. Recommend oral nutrition supplements and oral diets, recommendations for enteral nutrition and parenteral nutrition. 4. Provide nutrition counseling; nutrition behavioral therapy; lactation counseling; nutrition, physical activity, exercise counseling, and health education as components of preventative, therapeutic and restorative health care. 5. Recommend and interpret test results as it relates to nutritional stats. 6. Provide comprehensive nutrition related education to patients, families and the community. 7. Perform nutrition-focused physical assessments of patients. 8. Advocate on behalf of patients and families regarding their nutritional well-being. 9. Provide recommendations for nutrition related ICD10 diagnostic coding. 10. Participate in food and nutrition related research to demonstrate food and nutrition related outcomes and to develop food and nutrition policy and recommendations. 11. Coordinate the nutritional care needs of the patients’ by conferring with other healthcare providers and referrals to appropriate program and nutrition resources. 12. Active participant of the interdisciplinary team. 13. Supervise and provide guidance and training for dietetic interns, dietetic students, DTRs and the like. Provide appropriate assignments to the aforementioned personnel as it relates to the provision of nutritional care for the patients. 14. Design, implement and coordinate outcome based quality assurance and performance improvement plans. 15. Provide education and nutrition resources to the community about healthy lifestyles changes and positive nutritional outcomes. 16. Actively pursues continuing education and personal development programs to maintain and expand knowledge base. 17. Promotes Hospital, food, and nutritional services’ policies and procedures. 18. Deals easily and successfully with resolving problems in patient care according to goals and mission of Hospital. 19. Effectively communicates with Nursing, Medical and Support staff. 20. Conducts Meal Rounds to determine the adequacy and acceptability of meals. 21. Actively participates in patient satisfaction programs. 22. Represents the Hospital Food and Nutrition Department professionally and ethically. 23. Provides advice on clinical issues at departmental and interdepartmental meetings. 24. Demonstrates excellent communication and listening skills. 25. Achieves assigned goals. 26. Creates and supports an environment in which continuous improvement is measured and rewarded. 27. Develops and presents training classes. 28. Assists in managing the Diet Office activities. 29. Performs Registered Dietitian duties in accordance with established A.N.D. and hospital standards and other clinical staff responsibilities as assigned. | |
| **JOB REQUIREMENTS :** | |
| **Education:**  Bachelor’s Degree in Foods and Nutrition, Master’s degree preferred and required by end of 2019. CDE is also preferred  **Experience:**  Minimum 2 + year clinical nutrition experience preferred in healthcare.  **Knowledge and Skills:**  Strong verbal and writing skills.  Demonstrates good written and oral communication skills  Ability to fully utilize BHMC’s electronic record systems, equipment and other healthcare and billing systems relevant to this position. | |

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| **LICENSES, CERTIFICATIONS :** |
| RD/N credentials with the academy of Nutrition and Dietetics  Member of the American Dietetic Association preferred. |

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| PHYSICAL REQUIREMENTS : |
| Consistent with that necessary to work in a variety of patient care and office settings inclusive of out-patient. Position requires prolonged periods of standing, reaching, walking throughout the working day. Position will be required to stoops, bends, lifts, carry items weighing up to 25 pounds. |

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of The Brookdale University Hospital and Medical Center.*