

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
Post Office Box 127-B
Whitfield, Mississippi 39193

(601) 664-6000
Fax: (601) 354-6945

To: All Hudspeth
From: Lynn Rogers, Director of Dietary
Date: September 25, 2024
Re: Job Vacancy – Dietary Department

Classification: Dietitian Team Lead

Salary: \$47,425.15 - \$71,208.87

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: A Bachelor's Degree from an accredited four-year college or university; **AND** Three (3) – Five (5) years of experience as a Dietitian. Requires state licensure as a Dietitian.

Duties include but are not limited to:

- Responsible for medical nutrition therapy for clients with IDD both on campus and at the group homes under HRC. Reviews dietary intakes for factors that affect health conditions and nutrition risk; interprets anthropometric values and laboratory results and makes dietary recommendations.
- Establishes productive working relationship with multidisciplinary team and support services by attending and participating in team and mini-team meetings, medical note and recertification meetings, feeding evaluation team meetings, departmental meetings and other client related meetings, committees and/or in-services.
- Responsible for timely completion of programmatic paperwork ensuring clinical dietary services are in compliance with ICF/IDD regulations; conducts annual nutritional assessments and quarterly follow up assessments and as needed; prioritizes multiple daily tasks to effectively meet deadlines and ICF/IDD regulations.
- Devises special diet menus based on person's individual nutritional needs on campus; provides input into development and implementation of patient and cafeteria cycle menus.
- Reviews on a monthly basis at the group homes: equipment temperature logs, water temperature logs, meal service reviews, menu substitutions, meal consumption records and blood glucose logs
- Update group home cycle menus on a rotating seasonal basis and any special diet menus based on person's individual nutritional needs including daily menus with specified portions.
- Conducts meal observations to ensure meals tolerated by individuals and that meals are served as written,
- Effective at developing and presenting educational and training materials to a variety of groups; assists with training new staff on dietary policies concerning client food service.
- Performs various duties as assigned by Dietary director.
- Complies with agency policies and procedures, plans and decisions as well as promotes and supports high standards of confidentiality with no incidents or reports of non-compliance.

Applicants must be eligible to drive a state vehicle - have personal liability car insurance, a valid driver's license, and a good driving record.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.

Applications should be submitted to the Human Resources Department and will be accepted until Friday, October 11, 2024. If you should have questions, please contact Lynn Rogers, at 601-664-6330. Any candidate who is called for an interview must notify Lynn Rogers in writing of any reasonable accommodation(s) needed prior to the date of the interview.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER
"A DEPARTMENT OF MENTAL HEALTH FACILITY"