



# Department of ADMINISTRATIVE SERVICES Job Postings



Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Dietitian – SW114130  
Greater Bridgeport Community Mental Health Center  
Dietitian Hospital Services Division SW114130

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Public

**Location:** Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport

**Program/Unit:** Hospital Services Division/Food Services

**Hours:** 8:30 a.m. – 4:00 p.m., Monday through Friday, 35 hours per week

**Salary Range:** \$55,443.00 - \$75,228.00

**Posting Dates:** June 20, 2016 through June 26, 2016

**Duties may include but not limited to:** Performs nutrition assessment, diagnosis, intervention, monitoring and evaluation; evaluates nutritional, psychological and cultural needs of clients and plans dietary care accordingly; reviews medical history for conditions impacting dietary needs; develops and implements individualized nutritional care plans for assigned caseload; monitors and documents client diet and weight changes; plans regular, therapeutic and special diet menus for clients; orders and checks food items and kitchen supplies; supervises food preparation in residences and dietary department; consults on care and maintenance of kitchen supplies and dietary equipment; monitors food processes and sanitation procedures and recommends alterations as appropriate; provides nutrition and/or food service consultation and education to clients, staff and family members; records pertinent nutrition information in medical records; maintains diet manuals; ensures nutritional services comply with relevant federal and state standards; oversees service of meals in dining rooms, cafeterias, cottages or other units; trains food service and direct care staff in the purchase, preparation and service of food according to dietetic principles and within a predetermined food budget; maintains records and prepares reports; performs related duties as required.

**Knowledge, Skills and Ability:** Knowledge of relevant state and federal laws and regulations; knowledge of food values and dietetic principles; knowledge of human physiology; knowledge of principles and practices of food production and services; knowledge of Joint Commission regulations and standards; interpersonal skills; oral and written communication skills; ability to independently plan and coordinate the delivery of nutritional services; ability to utilize computer software.

**General Experience:** Registration as a Registered Dietitian (RC) through the Commission on Dietetic Registration and certification as a Dietitian issued by the Connecticut State Department of Public Health in accordance with Connecticut General Statutes Section 20-206n and 20-206r.

**Special Requirement:**

1. Incumbents in this class must possess and retain registration as a Registered Dietitian (RD) through the Commission on Dietetic Registration.
2. Incumbents in this class must possess and retain certification as a Dietitian issued by the Connecticut State Department of Public Health in accordance with Connecticut General Statutes Section 20-206n and 20-206r.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service

**Application Instructions:** **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

**PLEASE SEND APPLICATIONS TO:**  
Southwest Connecticut Mental Health System  
Human Resources, 1635 Central Avenue, Bridgeport CT 06610  
Fax: (203) 551-7674  
Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.