

CT VALLEY HOSPITAL
JOB OPPORTUNITY
Dietitian 2 – Two Positions
ADMINISTRATIVE SUPPORT SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees and The Public
Location: Ambulatory Care
Job Posting No: CV27294 and CV24360
Hours: 1st shift: Monday – Friday, 8:00 a.m. to 4:00 p.m.
Salary: \$54,361.00 annually
Closing Date: August 14, 2012

The Dietitian 2 would be responsible for performing the following duties: Ensure compliance with policies and procedures enacted to meet Joint Commission, Medicare, and Medicaid standards; participate as an active member of the clinical treatment team; document pertinent nutrition information in patient medical records in a timely fashion; plan regular and therapeutic diets; order and check food items and kitchen supplies; recognize and respond to priorities in patient care responsibilities; provide clinical supervision of the tray line; supervises food preparation and oversees service of meals; provides training for dietary services staff; provides education for clinical staff in other disciplines as appropriate; assist with maintenance of hospital diet manual; ensure nutritional adequacy of the menu through nutrient analysis; participate in all quality improvement functions; maintains registered dietitian status by meeting the educational requirements of the Commission on Dietetic Registration; participate in the implementation and maintenance of computer software within the hospital, including Foodservice Software and the Electronic Medical Record; performs related duties as required.

Knowledge, Skills and Abilities: Clinical knowledge to provide quality nutrition care, including nutrition risk screening, nutritional assessment, nutrition consultation and nutrition education for patients and their families on therapeutic diets and drug-nutrient interactions.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

General Experience and Training: One (1) year of experience as a registered dietitian in a hospital, institution or school.

Special Requirement: Incumbents in this class must be registered in Connecticut as a professional dietitian (RD); Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other 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.

PLEASE SEND APPLICATIONS TO:
Deb Robinson, Human Resource Associate
Connecticut Valley Hospital
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055 Phone: (860) 262-5819
Email: Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-1