



Career Service Authority  
Dietetic Technician, Registered

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### **GENERAL STATEMENT OF CLASS DUTIES**

Performs paraprofessional dietetic and clerical work.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Nutritionist classification by the assignment of paraprofessional duties for low-nutritional risk patients, an Associate of Arts Degree and possession of the Registered Diet Technician credential (D.T.R.) from the American Dietetic Association. Nutritionist duties are at the full performance level and require a Baccalaureate Degree and the Registered Dietician (R.D.) credential.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgement are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

No supervisory responsibility.

## ESSENTIAL DUTIES

Performs nutritional screening, counseling, and education on low-nutritional risk patients.

Provides proper diet instructions and assistance to patients at the Denver Hospital Authority.

Instructs patients on food and drug interactions.

Using the patient area census report, prepares, selects and delivers menus to patients, performs simple dietary instructions, and collects menus after patient completion.

Receives and transmits dietary information by telephone or computer and acts upon received information by performing routine tasks or tasks prescribed by nutritionists, such as correcting therapeutic menus.

Performs a variety of office clerical tasks.

Performs kitchen tray line activities.

Participates in educational programs, receives current literature, and attends in-service meetings and workshops to enhance professional growth and development.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Maintains records and a variety of statistical reports.

Attends meetings as required.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Reading** - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Knowledge of the role of human nutrition and its application to direct patient care in a hospital setting sufficient to be able to effectively communicate to the patient the proper diet needed to provide high quality dietary care.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Skill in understanding and applying oral, written, illustrated or demonstrated instructions.

Skill in adapting information from the field to existing knowledge.

Skill in using a computer to enter and retrieve information.

Skill in adapting new information relative to the work assignment through educational seminars, meetings, and staff meetings.

### ***Physical Demands:***

Fingering: Picking, pinching or otherwise working with fingers  
Hearing: Perceiving the nature of sounds by the ear.  
Sitting: Remaining in the normal seated position.  
Talking: Expressing or exchanging ideas by means of spoken words.  
Walking: Moving about on foot on uneven surfaces.  
Lifting: Raising or lowering an object up to 10 pounds.  
Accommodation: Ability to adjust vision to bring objects into focus.  
Color Vision: Ability to distinguish and identify different colors.  
Near Acuity: Ability to see clearly at 20 inches or less.  
Mathematical Reasoning  
Oral Comprehension  
Written Comprehension

### ***Working Environment:***

Contact with patients under wide variety of circumstances.  
Exposed to hazardous anesthetic agents, body fluids and wastes.  
Exposed to infection from disease-bearing specimens.  
Exposed to infections and contagious diseases.  
Exposed to odors in kitchen and/or patient areas.  
Exposed to risk of bloodborne diseases.  
Exposed to unpleasant elements (accidents, injuries and illness).  
Subject to many interruptions.

***Education Requirement:***

Associate's Degree in Nutrition, Dietetics or a directly related field.

***Experience Requirement:***

None.

***Equivalency:***

None.

***Licensure and/or Certification:***

Possession of the Registered Diet Technician credential (D.T.R.) by the end of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 12/01/2002

***REVISED BY:*** Don Braden

***CLASS HISTORY*** Class revised to show assignment of paraprofessional duties requiring an Associate's Degree and a D.T.R. credential.