



JOB TITLE: Metabolic Dietitian

SUMMARY

The Metabolic Dietitian performs a variety of duties related to nutritional therapy for patients.

LOCATION

Topeka, IN - The Community Health Clinic, Inc. (CHC) is a 501(c)(3) non-profit healthcare facility that will provide excellent and affordable medical care consistent with the needs of the Amish, Mennonite, and other rural northern Indiana communities. The CHC will serve children and adults with special healthcare needs, many of which are inborn errors of metabolism.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

ADMINISTRATIVE FUNCTIONS

1. Interprets nutritional therapy policies and regulations to physicians and employees.
2. Ensures compliance with local, state, and federal regulatory agencies related to nutritional therapy.
3. Meets with sales representatives of nutritional therapy supplies.
4. Inventories, orders, and maintains nutritional therapy supplies.

PATIENT CARE FUNCTIONS

1. Interviews patients regarding nutritional concerns.
2. Provides nutrition therapy to infants, children, and adults with genetic biochemical disorders.
3. Provides assistance to patients and families in acquiring all treatment components (metabolic formula, medications, etc.), resources, and supplies required for dietary therapy compliance.
4. Reviews growth history and evaluates nutritional therapy regimen for patients, adjusting regimen as needed.
5. Monitors laboratory values as part of nutritional management.
6. Reviews physician orders for nutritional therapy and follows up as needed.
7. Reviews all cases with the physician and works together to develop sick-day formulas and emergency protocols.
8. Assists in patient education regarding nutrition therapy with related educational tools, periodicals, flyers, and handouts.
9. Contributes to education for CHC staff.

OTHER FUNCTIONS

1. Attends meetings and participates on committees as requested.
2. Reviews current literature and attends training sessions and seminars to keep informed of new developments in the field.
3. Participates in CHC research projects as assigned by Medical Director
4. Performs other related duties and responsibilities as directed.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have the following education and/or experience.

1. Bachelor's degree or Master's degree with a focus on nutrition.
2. CDR registration required.
3. Indiana Licensure or eligibility required.
4. Training or experience specific to nutrition for biochemical genetic disorders preferred.
5. Training or experience specific to pediatrics.
6. Comfort and experience working with adult populations.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of current medical terminology to communicate with physicians, staff, and patients.
2. Knowledge of the principles and skills needed to provide patient care and treatment.
3. Knowledge of clinical procedures, standards, and quality control checks.
4. Knowledge of medications/nutritional formulas and supplements and their effects on patients.
5. Knowledge of patient education principles.
6. Ability to read and interpret documents such as professional journals, safety rules, operating and maintenance instructions, procedure manuals, and government regulations.
7. Ability to write routine reports and correspondence.
8. Ability to effectively present information and respond to questions from groups of managers, employees, clients, customers, and the general public.
9. Ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, emotionally upset, and sometimes hostile people.
10. Ability to anticipate and react calmly to emergency situations.
11. Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
12. Ability to think logically to troubleshoot, analyze situations, and make appropriate decisions.
13. Proficient computer skills, including working knowledge of Microsoft Office Suite, e-mail systems, electronic medical record systems, and web-based programs.
14. Ability to handle multiple tasks simultaneously.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work in a fast-paced office environment.
2. Strong sensory skills, such as visual acuity, good hearing, and dexterity.
3. Ability to stand and sit for periods of time and to move constantly throughout the workday.
4. Ability to occasionally push, pull, lift, move, and/or carry up to 15 pounds.
5. Good speaking and listening skills.
6. Ability to perform focused work with close attention to detail.
7. Ability to operate office equipment, including computers, copiers, fax machines, and phones.
8. Ability to interact with others in person and through phone, e-mail, and written correspondence.
9. This position is classified as having occupational exposure to blood and other infectious materials.

CONTACT

Visit www.indianachc.org to learn more. Send CV to Jared Beasley at jbeasley@indianachc.org

