

<b>AgeWell Services</b>		
Position Description	Position:  <b>Registered Dietitian</b>	Classification: 4 Revised:
Defaults:		

**Primary Relationships:**

Registered Dietitians  
Senior Nutrition Manager  
Food Service Director  
Associate Director

**Credentials and Experience:**

Minimum of Bachelor's Degree in Dietetics  
Registered Dietitian  
Personal transportation with a valid Michigan Drivers License and insurance is necessary.

**Job Summary:**

The Registered Dietitian is part of the nutrition team to oversee the nutritional needs of older adults within AgeWell Services and LifeCircles/PACE. This includes  
\*Medical Nutrition Therapy: development of care plans, counseling, coordinating with other healthcare professionals, and recommendations for diet orders/ nutritional supplementation.  
\*Food Service: coordination and training with the food service team, arranging home delivered meals, and joint oversight of the quality, consistency, sanitation, and satisfaction of the food service operations.

**Special Knowledge and Skills:**

Ability to analyze situations/people, motivate and resolve conflicts.  
Ability to prioritize, work independently but yet function as a member of a team while managing time effectively.  
Ability to communicate, educate diverse audiences.  
Protect client confidentiality and rights.  
Thorough understanding of clinical nutrition, food service operations and regulations.

**Duties & Responsibilities:**

**LifeCircles – PACE Contract:**

- Perform RD duties per LifeCircles (LC) contract and function as part of their IDT team (see LC job description) this includes clinical work, meetings, dietary recommendations and oversight of recommended care plans.
- Assist in training employees involved in the food service operations for LC as needed and ensure that all food service operations meet standards and satisfaction.
- Provide client care, assessment of needs, plan of care, arranging nutrition services as needed for LifeCircles.
- Make recommendations for food service changes to meet client ever-changing needs and expansion of services.
- Keep other RD's informed and supervise any other RD duties under contract for LC.

**Food Service:**

- Assist in implementation of sanitation policies and procedures to meet health department requirements in coordination with food service staff.
- Assist with sanitation education and materials for staff training, monitoring and continued compliance of the regulations.
- Participate in annual assessments of the food service facility and health department inspections.

**Nutrition:**

- May assist with nutrition analysis of menus, specialized dietary needs
- May assist with staff meetings with food service.

**Leadership:**

- Ensure adherence to all local, state and federal laws and regulations for the varied programs we operate.
- Provide direction in food service trends, client needs, service delivery as requested.
- Attend meetings, fundraising events, trainings and serve on committees.
- Perform any other related duties or assist with other programs as assigned.

**Working Conditions:**

Days and hours may vary according to duties and deadlines.  
Travel to Muskegon and further travel may be required.  
Must respect environment, privacy of co-workers and client confidentiality.  
The work environment is a mix of office with adequate lighting and temperature and food service with a variation in temperatures and noise levels which may be inconsistent at times.  
Lifting may be required from floor, overhead and bending and reaching.  
Some duties may be considered stressful in nature.

**Supervisory Duties:**

Dietetic Interns if needed

I have received a copy of this job description and it has been reviewed with me.

---

Employee Signature

Printed Name

Date

---

Supervisor Signature

Printed Name

Date