

Code: 4338

Title: DIETICIAN ASSISTANT

**SUMMARY:**

Under general supervision; performs work of moderate difficulty maintaining dietary records and assisting in the preparation and revision of menus; and performs related work as required.

This classification is distinguished from all other specialist and clerical classifications by providing specialized support to professional dietitians who provide nutritional care for patients.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Obtains information concerning food tolerances and preferences from patients and relatives of patients and documents findings;

Makes recommendations to patients regarding food preparation, food selection and menu planning based on nutritional needs set forth in simple diet plans;

Transfers selected food items from menus to production sheets and distributes to cooks;

Records diet information in patient files and inserts new information as diets change;

Schedules outpatient appointments for diet consultations with dietitians;

Enters total of patient tube feedings onto Pharmacy Tube Feeding Charge Sheet and sends to pharmacy;

Performs related clerical activities such as filing, completing forms, ordering supplies and answering phones.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- basic nutrition principles and nutritional food values;
- special diets and associated food preparation;
- filing procedures.

Skill in:

- establishing and updating records;
- communicating effectively, both orally and in writing;
- scheduling appointments, completing forms and ordering supplies.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) Successful completion of a college level course in nutrition from an accredited college or university and one year of institutional food service experience including at least six months involving patient diet management or one year of experience with federal supplemental nutrition programs.

(Additional relevant experience may be substituted for the aforementioned education.)

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**OR:**

(2) An associate's degree from an accredited college or university in nutrition, dietary science, education or a related field.

(Relevant experience may be substituted for the aforementioned education.)

**OR:**

(3) Two years of experience as a Community Nutrition Worker with Pima County.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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