



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO 23-107

POSITION: **REGISTERED DIETITIAN** OPENING DATE: **01/01/2023**
NO. OF VACANCIES: **1** CLOSING DATE: **CONTINUOUS**
SALARY: **\$55,359.20 P/A - \$67,290.08 P/A**
PAY GRADE: **09/ 01 – 09/05**
LOCATION: Dietary Unit, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the general supervision of the Dietary Director, the employee in this position is responsible for providing counseling and consultations for in-patients and for ensuring that the dietetic component of the Clinical Unit is in compliance with all Medicare requirements and any other applicable regulations.

DUTIES AND RESPONSIBILITIES:

- Provides assessment, development, implementation and evaluation of nutritional care plans of clinical patients.
- Provides counseling and consultation on dietary needs to patients of the Clinical Unit.
- Provides counseling and consultations on dietary needs to in-patient setting.
- Counsels Clinical patients and their family members (as needed) in nutritional principles, meal plans and food selections beneficial to in-patients.
- Assures the dietetic components of the Clinical Unit conforms with federal requirements and regulations.
- Communicates appropriate nutritional assessment and care plans through maintaining a written record system and through documenting in patient's chart
- Develops, uses, and evaluates educational materials related to the services provided.
- Consults with other departments and members of the health care team coordinating the nutritional care team in-patients.
- Provides in-services to physicians and nursing staff as needed, as part of the continuing education program.
- Prepares required reports of the dietetic activities, statistics, etc., for administration.
- Develops and writes policies and procedures related to nutrition services for the Clinical Unit, in coordination with hospital policies developed by the Food Services Manager.
- Coordinates and consults with the Food Services Manager to ensure Clinical Unit menus meet nutritional adequacy and patient acceptability;
- Provides assessment, evaluation, and counseling of hospital inpatient for nutritional care plans. Includes assessment of high-risk patients such as those who are on NPO, on clear liquids, tube feedings, or TPN;
- Ensures that the dietetic services, documentation, patient education, and other components are in compliance with Medicare requirements;
- Attends committee meetings such as Quality Assurance/Council and daily discharge planning whereby makes the recommendations for nutritional needs of patients being discharged;
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelors degree from an accredited college or university, with a major in Nutrition or Dietetics.

Experience: Must have successfully completed a dietetic internship or equivalent combination of education and experience accredited by the American Dietetic Association.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

Licensure: Must have current and active registry with the Academy of Nutrition and Dietetics.

KNOWLEDGE, SKILL, & ABILITY:

- Basic knowledge of principles and practices of dietetics and Medical Nutrition Therapy (MNT).
- Knowledge of basic food production and service for various populations which incorporates principles of sanitation, safety, and menu planning within a healthcare environment.
- Basic knowledge of, and ability to use, current information technology operations, software, hardware, terminology, security requirements, and capabilities.
- Knowledge of educational concepts, methods, and the ability to execute existing education and training activities for employees.
- Ability to provide nutrition care utilizing the Nutrition Care Process (NCP) to patients, family members and/or caregivers considering psycho-social issues and age-appropriate, evidence-based nutrition practice guidelines.
- Ability to communicate effectively orally and in writing with patients, family and/or caregiver, and other professional healthcare providers (e.g., tailoring to audience and use of medical terminology).
- Ability to plan and organize work consisting of multiple tasks and priorities under direct supervision.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**EXEMPT**”, or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St. Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.