



Wallowa County Health Care District

JOB TITLE: Clinical Nutrition Manager

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Nutritional Services

DATE: October, 2025

REPORTS TO:

APPROVED BY:

JOB SUMMARY:

This position is in constant contact with the public and must exhibit behavior that exemplifies our District mission statement to “Provide Premier Health Care”. The Dietitian / Dietary Department Director is responsible for providing clinical nutrition services and managing the day-to-day operations of the hospital’s dietary department. This position plays a critical role in supporting patient care through individualized nutrition assessment, meal planning, and education while ensuring safe, high-quality food service for patients, staff, and visitors. This working leadership role combines clinical expertise, staff supervision, operational management and provides medical nutrition therapy to inpatients and outpatients.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description is meant to condone an employee acting outside their scope of licensure or certification.

- Conduct comprehensive nutrition assessments and develop individualized care plans for inpatients and outpatients.
- Provide medical nutrition therapy for patients with specific needs such as diabetes, renal disease, cardiac conditions, wound healing, and malnutrition.
- Collaborate with physicians, nursing staff, and other members of the care team to ensure nutritional needs are met.
- Educate patients and families on diet and lifestyle changes to support recovery and long-term wellness.
- Document all assessments, interventions, and progress notes accurately and in compliance with hospital policy and regulatory standards.
- Oversee the daily operations of the Dietary Department, including menu planning, food preparation, and meal delivery for patients, employees, and guests.
- Supervise and support dietary staff, including scheduling, training, and performance evaluations.
- Actively participate in food production, service, and kitchen operations when needed to ensure seamless service coverage.
- Monitor food safety, sanitation, and infection control practices in compliance with state and federal regulations.
- Manage purchasing, inventory, and vendor relationships to maintain cost control and ensure consistent food supply.
- Develop and oversee the departmental budget in coordination with administration.
- Plan and review patient menus, ensuring they meet therapeutic diet standards and patient preferences.
- Periodically evaluate menus for nutritional adequacy, cost-effectiveness, and patient satisfaction.
- Lead departmental quality improvement efforts to enhance food quality, nutrition outcomes, and service delivery.
- Coordinate periodic staff education on nutrition, food safety, and customer service.
- Serve as a nutrition resource for hospital wellness initiatives and community education programs.
- Partner with nursing and medical staff to support care transitions, ensuring nutritional continuity post-discharge.



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- Represent the department in hospital committees and quality improvement activities.

QUALIFICATIONS & EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- One to two years' of clinical nutrition experience, preferably in a hospital or healthcare setting.
- Supervisory or leadership experience preferred; experience in small or rural healthcare environments strongly valued.
- Must have completed a 4-year college degree and successfully completed the Commission on Dietetic Registration exam in a nutrition and dietary program.
- Must be a member of the Academy of Nutrition and Dietetics and a Licensed Dietician in the State of Oregon.
- Must have a Current Food Handlers Card.
- Computer skills required; experience with electronic health record preferred.
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CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:



Wallowa County Health Care District

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date