



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF
DIETETIC TECHNICIAN I

OPEN: November 01, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-48

GENERAL PAY PLAN

OPEN: J-01 \$37,913.00 P/A to J-10 \$52,047.00 P/A
PROMOTION: J-01 \$37,913.00 P/A to J-18 \$66,821.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with an Associate's degree for the completion of a Dietetic Technician program accredited/approved by the Commission on Accreditation for Dietetics Education (CADE) of the Academy of Nutrition and Dietetics.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Current membership of the Academy of Nutrition and Dietetics; or

Current membership of the Association of Nutrition and Foodservice Professionals; and

Possession of a current health certificate for food or eating and drinking establishments from the Department of Public Health and Social Services Division of Environmental Health on Guam.

Possession of a current certification in Basic Life Support (BLS) from the American Heart Association (AHA).

NATURE OF WORK:

This is routine professional hospital dietetics work providing food and clinical nutritional services under the close supervision of a clinical dietitian.

Employees in this class support the work of the clinical dietitians in the provision of food and nutritional services and are an integral part of the food production, health care and clinical dietetic teams at the hospital.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Oversee the foodservice operations in the preparation, assembly and delivery of food trays, nourishments and enteral formulas to patients; assure accuracy of diet and proper portioning, appearance and arrangement of food on trays; monitor the patients' satisfaction. Performs nutrition screening to determine patients at high nutrition risk for referral to the clinical dietitian to begin the nutrition care process; obtains dietary information from patient charts and patient visits, identify risk factors, use appropriate tools and methods, and involve interdisciplinary collaboration. Under the supervision of a clinical dietitian, performs patient monitoring of nutritional status to include but not limited to hydration, dietary intake, weight, food tolerances, food allergies, laboratory values, and food-drug interaction. Under the supervision of a clinical dietitian, performs diet teaching and nutrition counseling to low risk patients with special dietary needs, conducts calorie counts, menu substitutions and updates, and participates in the development and update of patient nutrition education materials. Under the supervision of a clinical dietitian, provides inservice trainings to foodservice and clinical dietetic personnel. Participates in the department's performance improvement plan, inventory control measures, disaster preparedness plans, menu planning and development, cost control measures, and safety plans for food, patient, fire, and environment. Prepares reports and maintains records as assigned. Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the fundamentals of human nutrition in health and disease.
- Knowledge of the basic disease processes and nutrition care for patients.
- Knowledge of the nutrient composition of food and appropriate sources for information.
- Knowledge of the basic principles of menu planning for optimal nutrition of individuals and groups in health and disease.

- Knowledge of general nutrition recommendations for various stages of the life cycle for feeding special populations.
- Knowledge of the applied concepts of nutritional sciences (chemistry, anatomy, physiology, food science) for nutritional care.
- Knowledge of basic computer applications in Microsoft.
- Ability to screen patients for nutritional risk and evaluate level of risk for referral to the clinical dietitian.
- Ability to use culturally sensitive and current educational techniques and methods in diet counseling and teaching of patients, their families and caregivers.
- Ability to apply basic concepts of food science and techniques of food preparation for nutrient-retention and quality of patient food services.
- Ability to interpret laws, regulations, and standards affecting clinical dietetic operations.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with employees and public.
- Ability to navigate through e-charting of medical records, use Microsoft Office programs, use on online diet manuals, and maintain assigned e-mail hospital account.
- Ability to conduct trainings for group presentations.
- Ability to serve as Dietetic Services representative for the department as assigned.
- Skilled in applying nutritional counseling techniques and methods for diet teaching.
- Skilled in operating Microsoft programs, i.e. Word, Excel, Power Point.
- Skilled in public speaking.
- Skilled in public and customer relations.
- Skilled in critical thinking, problem solving, and team building.
- Skilled in use and navigation of the internet, intranet and resource access for nutrition related researches.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

