

Ellisville State School

Rfx 3150005641



Dr. Rinsey McSwain
Agency Director

Request for Applications (RFA) – Dietician

Contract Dietician

Ellisville State School is seeking one or more licensed Dieticians to work as contractor(s) for the agency to assist Ellisville State School (ESS) with providing assessments and written programs for Persons served of the Agency in the Community Homes and on Campus as needed. Ellisville State School is a state operated regional program providing comprehensive services to persons with intellectual and developmental disabilities. Ellisville State School offers services to people in a residential setting and provides an array of programs and services in the community through the Community Services System. Ellisville State School serves approximately 240 people on the main campus and additional persons in the community. It is the goal of Ellisville State School to provide each person with the appropriate services so that each will develop to the maximum of his or her potential.

The term of the contract shall be for one year beginning July 1, 2024 and ending June 30, 2025. The rate of pay shall be forty-six and 50/100 dollars (\$46.50) per hour for up to twenty (20) hours per week.

The Contract Worker shall report directly to the Food Services Director at Ellisville State School.

Scope of Services

- Provide initial and annual nutritional assessments for the persons served of the ICF/IID Community Homes and on campus as needed.
- Provide written reports to the Director of Food Service and the Administrator of ICF/IID Community Programs and on campus as needed.
- Provide written dietary related programs to meet the needs of the persons served as designated by ICF/IID Community Homes and on campus as needed.

- Provide initial and annual feeding assessments (using forms from Comprehensive Functional Assessment) for residents of the ICF/IID Community Homes and on campus as needed.
- Provide monthly nutrition risk screen assessments.
- Provide quarterly nutritional notes documenting nutritional care for persons served residing in the ICF/IID Community Homes and on campus as needed.
- Provide in-service education programs for the staff and persons served (on nutrition, diet control, measures, etc.) yearly or as the need arises.
- Work with the Occupational Therapist and other disciplines, as needed, to determine and implement special eating adaptive equipment and utensils to better service the developmental process and to foster eating skills.
- Attend habilitation team meetings as the need dictates.
- Provide other duties as deemed appropriate for a dietitian.

Minimum Qualifications

Applicants must possess a Bachelor's Degree or better from an accredited 4-year college or university in Dietetics, Food & Nutrition Food Services Management, Institutional Food Management or Home Economics. Valid Dietician license in the State of Mississippi required.

Application Information

Ellisville State School will accept applications until May 1, 2024, 4:00 pm, for the purposes of hiring a contract worker(s). Applications can be obtained online with this request on the Ellisville State School's website, www.ess.ms.gov, in person at Ellisville State School's Human Resources Department, 1101 Highway 11 South, Ellisville, MS 39437 or by contacting Heather Rozar-Abney, Procurement Officer by phone at (601) 477-5615, or via email heather.rozarabney@ess.ms.gov.

Applications can be submitted to ESS via electronic mail to heather.rozarabney@ess.ms.gov or by hand delivery to 1101 Highway 11 South, Ellisville, MS 39437, Administration 1 Building. Hand delivered applications shall be in an envelope marked with; Contract Dietitian, Ellisville State School, To: Heather Rozar-Abney, Procurement Officer. For more information please contact Heather Rozar-Abney, Procurement Officer.