

Position Description

Position Title	Dietitian, Grade 2
Position Number	P0055
Position Status	Part time 0.5 EFT
Program Area	Health Impacts North
Award/Agreement/ Classification	Victorian Public Health Sector (Medical scientists, Pharmacists & Psychologists) Enterprise Agreement 2012 - 2016 Grade 2
Reports To	Program Facilitator Health Impacts North P1824
Contact	Sharon Malcolm
Contact Phone Number	9448 6946

cohealth is one of Australia's largest community health organisations delivering a range of health and support services across Melbourne's CBD, northern and western suburbs.

cohealth's mission is to strengthen community and make a difference to the lives and wellbeing of people, particularly of those who experience stigma and the risk of marginalisation. We create impact through a powerful combination of advocacy, innovation in service delivery, and partnership with consumers, communities and other stakeholders.

With over 30 sites cohealth provides a range of vital local health and support services including medical, dental, allied health, mental health, and counselling, and many specialist health services. More information about cohealth is available on our website www.cohealth.org.au.

Staff enjoy being part of a supportive environment with strong leadership and a collegiate and communicative approach. A not for profit organisation built on strong values, cohealth's commitment to all staff and volunteers is to ensure a positive and supportive work environment.

cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

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Site/Program Profile

cohealth's Health Impacts North provides a range of community based multidisciplinary services to individuals and groups. This includes assessment, diagnosis, prevention and management of a variety of health conditions. A key approach in the management of these conditions is the utilisation of health education, illness prevention strategies and chronic disease management.

Position summary

The Dietitian is responsible for quality community based dietetics services to individuals and groups within our community. This includes assessment and management of clients with a wide range of nutrition related health conditions.

The Dietitian will work within a multidisciplinary team and liaise with our nursing and medical teams to provide holistic, client centred and coordinated healthcare. Using a strengths based approach cohealth Dietitians will collaborate with clients, their carers and other service providers, to develop meaningful care plans.

Drawing on the findings of the nutrition assessment and the care planning process, care is provided utilising appropriate evidenced based interventions. This includes a focus on educating and empowering clients to adopt self management strategies to improve their health which is underpinned by health literacy principles.

Position Responsibilities

Direct Care Services

- Provide high quality Dietetics services to clients and groups of clients in accordance with agreed targets.
- Provide a high quality and flexible Dietetics service to clients from marginalised backgrounds.
- Provide a welcoming environment where the consumers are encouraged to inquire and learn about a range of health-related matters and engage in self-management.
- Participate in multidisciplinary coordinated care activities to meet the needs of the target group.
- Work closely with multidisciplinary team, including allied health, counselling, nursing and medical teams.
- Refer, consult and liaise with staff within the organisation and other local agencies to ensure a holistic multi disciplinary approach to health care provision.
- Develop, review and evaluate nutrition direct care and health promotion programs using a codesign approach.
- Incorporate health education into direct care contacts using health literacy principles.
- Participate in and contribute to quality student supervision and related tasks to support Dietetics student placement and professional skill development.

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- Provide Allied Health Assistant supervision and Grade 1 Dietitian supervision which results in increased confidence, skill level, self-awareness and job satisfaction, for the supervisee as required.
- Perform other duties consistent with the aims and objectives of cohealth as directed by the program coordinator.

Health Education & Health Promotion

- Contribute to and participate in health education and promotion programs aimed at maximising good health and preventing illness in accordance with program development and evaluation strategies in response to community needs.
- Liaise with the Prevention and Population Health Team as appropriate.
- Act as an advocate for individual clients/groups of clients as appropriate.
- Establish and maintain effective working relationships with stakeholders and regularly participate in team and organisational activities.

Quality Improvement

- Ensure safety and maintenance of dietetics equipment and supplies.
- Adhere to infection control policy.
- Participate in professional development.
- Develop and lead organisational and discipline-specific Quality Improvement activities.

Administrative Responsibilities

- Maintain and complete client files and statistical/program records in keeping with the organisation's policy and funding requirements.
- Have appropriate knowledge of the funding agreements underpinning their role and be accountable to meeting those requirements.
- Participate in the recruitment and selection of staff as appropriate.
- Monitor and order educational materials, literature and clinic supplies.

Team & Policy Development

- Participate in multi-disciplinary team meetings and Dietetics team meetings.
- Develop and deliver appropriate health strategies and information for clients.
- Participate in the planning, development and evaluation of Nutrition and Multidisciplinary Team services.
- Professional conduct in the execution of all duties by regulating own behaviour and understanding organisational structure and culture.
- Establish and maintain effective working relationships with stakeholders and regularly participate in team and organisational activities.

Position Requirements (qualifications, skills, knowledge and attributes)

- Tertiary qualification in dietetics.
- Membership with Dietitians Australia and APD status.
- Ability to work effectively across a multi-disciplinary service and with a wide range of diverse client groups, forming collaborative working relationships, as well as an ability to work independently
- Experience in developing, implementing and evaluating a range of preventative and community education / health promotion programs.

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- Sound decision making skills with a focus on identifying and understanding issues, problems and opportunities.
- Ability to strengthen key agency partnerships.
- Understand budget parameters and where possible present possible strategies for improvement.
- Be conversant with computer systems and other technology relevant to the position.
- Practices in a way that recognises all clients are at risk of misunderstanding health information
- Uses easy to understand language and appropriate visual aids, understanding that clients learn best when a limited number of new concepts are presented at any time
- Demonstrates effective use of a teach back or “show me” techniques for assessing patients' understanding
- Be client centred and use verbal/non-verbal active listening techniques that are social and culturally appropriate

Key Selection criteria

- Excellence in the delivery of community based and outreach dietetics services and demonstrated ability to work effectively across a multi-disciplinary service and with marginalised clients, including CALD groups.
- Current registration with Dietitians Australia and APD status.
- Demonstrated understanding and commitment to the principles of community health and chronic disease management.
- Knowledge and skills in program planning, implementation and evaluation.
- Commitment to professional development and quality improvement.
- Experience in supervision including the supervision of Dietitian students, grade 1 Dietitian and/or Allied Health Assistants.
- Highly developed communication and interpersonal skills.
- Demonstrated commitment to community participation and ongoing engagement with consumers.
- Well-developed computer skills.
- A current Drivers Licence.

Additional Information

1. cohealth is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. This position is based at Collingwood but may be required to work across sites from time to time or to change sites.
4. cohealth is a child safe organisation and employment is subject to the satisfactory completion of a Police Record Check and Working with Children Check.
5. In the context of occupational health and safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
6. Salary packaging is available to all fixed and permanent staff.

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Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Our Principles

Our work is informed by human rights based principles which include:

Participation: We work to improve access to our services by creating opportunities for active and meaningful participation.

Accountability: We have strong systems that are open and transparent and we actively encourage and respond to feedback.

Non-discrimination and attention to vulnerable groups: We work with the most disadvantaged people to improve their health and wellbeing.

Empowerment: We work alongside a strong and well-connected community that is supported to have a voice.

Linking practice to human rights standards: Our work promotes and protects the rights of staff, consumers and the wider community.

We require all employees to perform in a way that is in line with these principles.

Document Review Details

Version Number:

Date Reviewed:

Date to be reviewed:

I have read, understood and accept the above position description

Name _____

Signature _____ **Date** _____

**Senior Manager
Name** _____

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Senior Manager
Signature

Date

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