

NORTHERN DISTRICT COMMUNITY HEALTH SERVICE

POSITION DESCRIPTION

1. POSITION

Dietitian, Grade 2.

Employee Name:

This position has a focus on the provision of quality care to clients through competent clinical skills, effective communication and active participation within a multidisciplinary team.

2. LOCATION

Northern District Community Health Service.

This position will provide services into the communities of Gannawarra and the northern end of Loddon Shires based in Kerang.

3. RESPONSIBLE TO

CEO and Service and Program Manager

This position is funded through the Rural Health Strategy.

4. QUALIFICATIONS, SALARY AND HOURS OF DUTY

Member of DAA APD Status or Eligible to apply for APD Status. Bachelor or Nutrition and Dietetics or equivalent. Position is based on Medical Scientists Award, Dietician Grade 2.

Staff member will be required to hold a valid Medicare provider number.

Full Time Position. There may be some need for out of hours work to best support client needs.

5. KEY AREAS OF RESPONSIBILITY

Clinical Skills

To provide quality care to clients through competent clinical skills

- Demonstrate competent clinical skills

Communication

To display effective communication by demonstrating sound verbal, non-verbal and written skills.

- Demonstrate effective communication skills with other staff.
- Demonstrate effective decision making skills with clients and carers.
- To actively participate as part of a multi-disciplinary team.

Organisational Skills

To display sound organisational skills through efficient time management and professional responsibility

- Effective utilisation of time and resources
- Demonstrate an ability to prioritise case load appropriately
- Able to take on extra responsibilities as required

6. DUTIES

- Maintain up to date Nutrition Resources
- Maintain close liaison with other Dietitians, Service Staff, Community Groups and other Agencies.
- Provide consultancy advice to all Service' Staff about all aspects of Nutrition.

- To undertake and participate with others in health promotion and education including group and community liaison programs. Health Promotion will be an integral component of all activities.
- Planning - Assist the team of NDCHS with Planning Nutrition Programs and Services for the Community.
- Maintain adequate Client Records and Client information for the monthly collection of Statistics.
- Provide regular Reports to the Committee of Management and other Reports as required by the Manager.
- Health Promotion - Plan, promote and provide the Centres' Health Promotion and Early Detection Programs in conjunction with other Staff.
- Develop appropriate Program Evaluation
- Promote good health by resourcing the Community with relevant information on nutrition.
- Inform the Board of Management of any major changes to Nutrition Policy, especially those which may effect the Service.
- To comply with the codes of ethics, standards of practice and registration requirements as appropriate to your discipline.
- Perform other such Duties as required from time to time by the CEO.
- To respect at all times the rights of Clients to confidential care as listed in the Services' Clients' Rights Policy.
- To perform such other duties that enhance the image of the service being provided as required by the Co-ordinator.

7. SAFETY

- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts of omissions in the work place.
- To report any hazardous situation immediately to the Manager or the Site Advisory Person.

Signed in Acknowledgment:

Employee: _____

Management: _____

Amended by Board of Management on July, 2002.

Reviewed 27th November 2002.

Reviewed 17th March, 2004.

Reviewed 4th May 2005

Reviewed Feb 2006

Reviewed May 2010