



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Dietitian - Grade 1</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Dietitian – Grade 2
<b>Division:</b>	Community Health
<b>Award:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2021
<b>Level:</b>	Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

***Total Care - delivering care that is safe, effective and person-centred, always***

***Safety – providing a safe workplace and services free from avoidable harm***

***Unity - working well together in a great place to work***

***Accountability - doing the right thing by our stakeholders and ourselves***

***Innovation – using our imagination - if there's a better way we will find it***

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
<ul style="list-style-type: none"><li>• Dietetics Department staff</li><li>• Allied and Community Health staff</li><li>• Executive Director of Community Health</li><li>• Clinical staff – Aged Care and Acute</li></ul>	<ul style="list-style-type: none"><li>• Wimmera communities</li><li>• Health and community organisations, local, regional and state-wide</li><li>• External consultants and practitioners</li></ul>

**Position Overview:**

This position is responsible for the provision of nutrition care, education, counselling and nutrition support to acute patients, aged care residents and community clients. The Dietitian will act as a consultant on nutrition to the multi-disciplinary team, food service and communities of WWHS as required.

**Key Selection Criteria:****Essential:**

1. Qualification in Nutrition and Dietetics acceptable for membership of Dietitians Australia.
2. Accredited Practising Dietitian (APD) status or working towards the same.
3. Demonstrated ability to work both in a multi-disciplinary team and independently.
4. Demonstrated high level of interpersonal and communication (written and verbal) skills.
5. Sound knowledge of health promotion and community nutrition principles.
6. Demonstrated excellent time management and organisational skills.
7. Demonstrated competence using computer applications such as Bossnet, iCare and Microsoft Office.
8. Current Driver's Licence.

**Desirable:**

1. Experience in rural health care
2. Knowledge and experience of Dietetics in acute, aged care and/or community setting.
3. Experience in health promotion and community education

**Key responsibilities:**

- Provide appropriate, timely and effective clinical management to all inpatients, outpatients and aged care clients through assessment, treatment/management, re-evaluation, documentation, team liaison and discharge planning where required.
- Maintain current knowledge and skills in clinical best practice of relevant clinical areas.
- Establish, develop and maintain strong and positive working relationships with multi-disciplinary teams, community stakeholders, referral sources, participating agencies and other service providers.
- Ensure that Dietetics services are holistic and client-centred, working with clients to achieve optimal quality of life and function.
- Act as a consultant on nutrition to medical, nursing, food service and other health professionals and care workers internally and externally to West Wimmera Health Service as required.
- Actively participate in health promotion, food service and quality activities.

## **Statement of duties:**

### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act, Dietitians' Australia Code of Conduct, etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition
- Maintain a commitment to ongoing professional development including ongoing membership with the Dietitians' Australia.
- Seek and participate in opportunities for clinical supervision and peer supervision.
- Regularly review resource material provided to patients and community based programs.

### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By:</b> Executive Director of Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>

Updated April 2021