

## POSITION DESCRIPTION

<b>Position Title</b>	Dietitian – Grade 2
<b>Directorate</b>	Operations
<b>Department</b>	Allied Health Services
<b>Unit</b>	Dietetics
<b>Reports To</b>	Manager Allied Health Services
<b>Agreement</b>	Public Community Health Sector Enterprise Agreement 2012-2016

### Position Objective

- Provide high level, quality dietetic care and management to the local community.
- Plan, develop, implement and evaluate primary care services and health promotion activities in accordance with service philosophy, aims, objectives and policies.
- Work within the social model of health framework and with the broader team to address identified problems with clients.

### Key Responsibilities

#### Planning, position knowledge and skills

- Provide direct service to clients in accordance with evidence based practice, including health education, therapeutic management and health promotion - where part of role.
- Develop, implement and evaluate primary care and health promotion activities and services in accordance with organisational priorities and expectations.
- Understanding of and ability to work within a chronic condition self management framework
- Work at all times in accordance with Service philosophy, policies and procedures towards the achievement of organisational, program and service aims and objectives.
- Commitment to ongoing clinical professional development and evidence based practice.
- Responsibility for a dietetic portfolio.
- Participate in student supervision as required.
- Meet all Department of Health work plan agreement targets.

#### Communication and Documentation

- Maintain comprehensive (including assessment, intervention and care plans) and up to date client records and ensure their safe custody and confidentiality at all times.
- Prepare and maintain appropriate statistical data, reports and analyses for activities and services for which responsible and make recommendations as appropriate.
- Provide advice to management in respect of areas of responsibility and professional expertise as circumstances require and as requested.

### **Teamwork, Working Relationships and Interpersonal Skills**

- To use effective interpersonal skills to enhance collaboration both internally and externally.
- Undertake all duties and responsibilities in liaison with other members of the Service and outside organizations to ensure coordinated case management, delivery of services and programs, and work practice.
- In collaboration with Manager, Senior Clinician and team members, critically monitor and review the efficiency, effectiveness and appropriateness of service activities for which responsible.
- To approach conflict in a respectful, open and reflective manner and to regard it as a learning opportunity.
- To attend and actively participate in campus, program and discipline meetings and activities.

### **Continuous Quality Improvement**

- To identify, develop, implement and evaluate quality improvement activities.
- To participate in the development of policies and procedures for areas for which responsible and participate in the development of organisational policies and procedures as required.
- To participate in occupational health and safety training and risk management activities as relevant to the role and as required.
- To participate in and coordinate as delegated, professional development and training activities.
- To participate in line management and clinical supervision as required.

### **Other Responsibilities**

- Undertake other duties as required.

### **Key Selection Criteria**

- Bachelor Nutrition and Dietetics, Bachelor Science and Post Graduate Diploma in Dietetics or Masters of Nutrition and Dietetics or equivalent.
- Minimum of 2 years dietetic experience, preferably in community health or a community based setting.
- Experience and expertise in one or more of the following: clinical nutrition, nutrition education, health promotion, nutritional support, paediatrics or rehabilitation.
- An understanding and commitment to the principles of community health.
- Demonstrated capacity to work as a member of a multi disciplinary team in the delivery of services to the community.
- Demonstrated ability to work autonomously.
- Excellent communication, negotiation, organisational and time management skills.
- Able to liaise across the full spectrum of health and welfare services.

- High level computer skills.
- Experience working with people from culturally and linguistically diverse backgrounds.
- Membership of Dietitians Association of Australia (DAA) with Accredited Practising Dietitian (APD) status or working toward APD status.
- Current Victorian driver's licence.
- Current Working with Children's Check.

### Other Information

- This role is subject to a satisfactory National Police History check.

### Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

### Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

## Physical Inherent Requirements

- Office Duties:
- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.
  - General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
- Driving:
- Required to drive private or IPC Health owned vehicles.
- Work Environment:
- May be required to work from different sites, including home visiting and offsite facilities.
  - Exposure to varied weather conditions.
- Carrying and Lifting:
- Infrequent lifting and carrying of items up to 5kgs.
- Standing and Walking:
- Standing and walking for periods up to an hour at a time with breaks.
- Bending and Reaching:
- Required to occasionally bend and reach.

## People and Culture Use Only

Position Number(s) 10293, 10297, 10301, 10388

Last Reviewed 6 September 2018