



Health and wellbeing for all through:

- Compassion
- Integrity
- Respect
- Equity

POSITION DESCRIPTION

TITLE	Dietician		
PROGRAM	Primary Health		
EFT	0.2 (with flexibility to increase with demand)		
TYPE/PERIOD OF EMPLOYMENT	Ongoing		
CLASSIFICATION	Dietician Grade 2 (Year 1 – 4 depending on experience)		
AWARD/EBA	Public Community Health Centre Enterprise Agreement (2012-2016)		
REPORTS TO	Manager Primary Health		
SUPERVISES	Nil		
EFFECTIVE DATE	27/09/2018	REVIEW DATE	30/09/2019

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw’s strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

THE POSITION

This position primarily provides a therapeutic service to clients under a variety of funding models including, but not limited to, Commonwealth Home Support Program (CHSP) and referrals through full fee funding models, including NDIS. The role is also expected to contribute to other operational areas such as health promotion.

The key expected job outcomes of this position are to:

- Deliver effective evidence based dietetics services to clients
- Ensure delivery of targets applicable to funding models
- Build positive networks with agencies/providers in region
- Encourage positive health and nutrition outcomes for clients.

The scope of practice is:

- 1. Target Population:** Consumers: across the lifespan including children and aged
Partners: community members, referral agencies and GPs
- 2. Service Delivery Model:** Predominately individual appointments, some groups and community consultation. Contracting as requested
- 3. Service Location:** Kyneton/Romsey with some outreach and hospital work by negotiation.

THE PERSON

The personal attributes needed to fit this role are:

- Creative and flexible in work practice in an environment of change and continuous improvement
- Self-motivated and able to pace own work
- Acceptance of diversity
- Ability to work collaboratively in a team as well as independently
- A personal approach which is positive, friendly and helpful.

KEY RESPONSIBILITIES

These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.

Clinical Services

- Provide an evidence based dietetics service to consumers
- Engage consumers in co-design of care plans
- Develop and manage treatment plans, including care coordination, to empower consumers to improve or maintain their health
- Provide comprehensive nutrition assessments promoting goal directed self-management to meet the needs of consumers and their carers
- Use of evidence based practice to identify and develop appropriate responses within a primary prevention and early intervention model
- Comply with timelines, planning and reporting processes within Cobaw's reporting and accountability frameworks
- Support the community promotion of programs when time constraints allow
- Develop effective partnerships with stakeholders and community members to build networks and deliver dietetics and nutrition advice and support

- Monitor the delivery of dietetics services with the Manager Primary Health to ensure program goals are achieved with available resources
- Act as an occasional dietetic resource to the community, internal programs and other health and community agencies.

Health Promotion

- Contribute to the deliverables and evaluation of the Integrated Health Promotion Plan.

Quality Improvement

- Contribute to the development and implementation of the organisation's overall Quality Improvement Plan
- Participate in the organisation-wide accreditation obligations to support quality outcomes
- Monitor and report risk in conjunction with the Health and Safety Committee and integrate risk management into programs.

KEY SELECTION CRITERIA

Applications must include written responses to the following:

1. Demonstrated knowledge, competency and experience to screen, assess, co-design goals and provide appropriate evidenced based nutrition intervention for consumers
2. Experience in responding to nutrition related issues relevant to the target populations
3. Commitment to ongoing professional development in a diverse range of medical nutrition therapy areas
4. Highly developed communication, team work, negotiation, interpersonal and analytic skills
5. Demonstrated ability to work across the continuum of care in a range of settings due to intermittent consultancy service provided to Kyneton District Health.
6. The qualifications required for this position are:
 - Appropriate academic qualifications in Dietetics
 - Eligible for Accredited Practising Dietician status and Dieticians Association of Australia membership
 - Eligibility to obtain a Medicare provider number.

OTHER REQUIREMENTS

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of Cobaw policies and procedures.

Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken
- Attend Occupational Health & Safety (OH&S) Committee meetings as required.

General

- It is the responsibility of all staff to work within Cobaw's Code of Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Maintain professional registration required to practice within the scope of practice outlined in the position description, provide evidence of current registration annually and notify Cobaw of any changes to registration when they occur
- Provide courteous advice and assistance to clients and visitors of Cobaw
- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position.

ADDITIONAL INFORMATION

- The successful applicant will be required to undertake a National Criminal History Check (NCHC), a Disability Workers Exclusion Scheme check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- All employees are required to sign and comply with Cobaw's Code of Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety.
- Cobaw is an Equal Opportunity Employer.
- 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 into the workplace to improve OH&S
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw's ongoing Fringe Benefits Tax exempt status.
- The position is located in Kyneton/Romsey however it is expected that all Cobaw staff will have the flexibility and willingness to work from any Cobaw site.
- The company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw's area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis.
- The position requires a full and current Victorian Driver's licence.
- This position is offered subject to ongoing funding.

ACKNOWLEDGEMENT			
CEO /GM Signature			
Name		Date	
Employee Signature			
Name		Date	