



# Position Description

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<b>Position Title:</b>	Dietitian
<b>Award/classification:</b>	Public Community Health Sector / Grade 2
<b>Location:</b>	Any site occupied by DPV Health
<b>Branch / Team:</b>	Allied Health and Community Services
<b>Reports to:</b>	Team Leader
<b>Direct Reports:</b>	None
<b>Effective date:</b>	September 2016

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## ***Position Purpose***

This position is responsible to:

- Work within a client centred framework to provide dietetics, screening, assessment, management and support to clients
- Operate within a multidisciplinary team to deliver quality, innovative client directed outcomes, supporting carers and stakeholders, as required
- Develop, implement and evaluate a suite of 1:1, outreach, group sessions and/or home based dietetics programs to address the agreed client outcomes
- Achieve performance, financial and individual Key Performance Indicators as outlined in Performance Appraisal process

## ***Duties and Responsibilities***

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### **INDIVIDUAL CLIENT SERVICES**

- Co-design individualised, re-enabling/restorative quality, evidence based dietetics assessment, management and support programs with clients, carers and relevant stakeholders(home, outreach and/or centre based care)
- Support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client
- Provide feedback to other service providers as outlined in Service Agreements.
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency
- Work with clients, carers and other stakeholders to minimise the potential for “Failure to Attend” clinical appointments
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency

### **GROUP EDUCATION, FACILITATION & TREATMENT GROUPS**

In partnership with team members:

- Support best practice standards in the planning, evaluating and implementing of appropriate treatment groups
- Participate in the identification of at risk/priority groups within DPV Health Community Health and the local community.
- Participate in the identification and dissemination of resources in a range mediums relevant to the care of the individual client/carer.

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- Support the planning and reporting processes as required by the Funding provider. For example Department of Health and Human Services

## REPORTING AND SERVICE DEVELOPMENT

- Develop, implement and evaluate the effectiveness of the dietetics service in partnership with other team members
- Support business development opportunities in the dietetics service
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant client management databases
- Provide reports to the Team Leader/Manager as requested
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of dietetics services within the agency

## *Additional Information*

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- Travel between sites may be required including outreach work within the DPV Health catchment.
- Occasional after hours and weekend work may be required.
- This position description is indicative of the role and may include other duties as directed
- The position is subject to available funding and DPV Health financial status
- Specific tasks and functions of this role will be detailed through objectives and key performance indicators

## *Professional Skills and Qualifications*

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- Maintain registration as an Accredited Practising Dietitian and fulfil the requirements of DAA including maintaining their code of ethics
- Demonstrated commitment to ongoing professional development
- Maintain regular contact with the other clinical staff at DPV Health and work together to share expertise and improve client outcomes
- Demonstrate a commitment to reflective practice and continuous quality improvement

## *AUTHORITY*

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The occupant of this position has authority as per Delegation Manual

## KEY SELECTION CRITERIA

### *Essential Qualifications, Experience and Registrations:*

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- Current member of Dietitians Association of Australia
- Current Accredited Practising Dietitian (APD) status

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- Well developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as a dietitian in a community setting including work with CALD, Aged and clients with a disability
- Experience conducting therapeutic and/or health education groups
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Demonstrated ability to participate in a performance driven environment
- Knowledge of Client Directed Care principles and frameworks
- Current Victorian drivers licence
- Valid Working with Children’s Check (valid for 5 years from the date of issue)
- Satisfactory Police Check (valid for 3 years from the date of issue)

## ***Desirable Qualities and Experience***

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- Ability to write clear, concise and informative reports
- Experience or understanding of the relevant funding initiatives
- A relevant community language
- Experience facilitating and supporting students
- Knowledge of community support services

## ***Key Capabilities***

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- Ability to work independently and respond to a changing work environment
- Excellent communication skills including an ability to work within a inter-professional framework and collegiate manner
- Integrity and upholding confidentially
- Demonstrate DPV Health values of Excellence, Integrity, Compassion, Respect and Professionalism
- Understanding problems, issues and concerns to generate solutions through negotiating and influencing
- Capacity to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing environment
- Managing time, resources, tasks and competing priorities
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Utilise interpersonal and relationship building skills and tools to craft constructive rapport with DPV Health workers and clients from a variety of cultures, religions and socio economic circumstances
- Understanding client needs and providing excellent service
- Competent computer skills

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## PERFORMANCE INDICATORS

<i>Essential Requirements - the standards required for effective performance</i>	<i>Measurement of Performance - the measures for evaluating performance</i>
<ol style="list-style-type: none"> <li>1. Undertake duties and responsibilities as outlined in the position description</li> <li>2. Satisfactory completion of roles and tasks allocated in the annual team work plan</li> <li>3. Achievement of service delivery, financial and performance targets as outlined in Annual Work Plan</li> <li>4. Delivery of high quality care</li> </ol>	<ol style="list-style-type: none"> <li>1. Annual appraisal indicates duties and responsibilities carried out</li> <li>2. To be identified as per performance appraisal</li> <li>3. Targets achieved</li> <li>4. Annual client feedback, achievement of QICSA or other quality requirements of position.</li> </ol>

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