

**Our Vision**

People living well

**Our Values**

We care – We work together – We achieve – We learn – We innovate

**Position Description**

<b>Position Title</b>	<b>Dietitian Grade 1</b>
<b>Reporting to</b>	Dietetics Clinical Lead, Rural Health Team
<b>Direct Report/s</b>	N/A
<b>Budgetary Responsibilities</b>	N/A
<b>Liases with Internally</b>	GH Staff Members
<b>Liases with Externally</b>	<ul style="list-style-type: none"> <li>- Clients, carers and stakeholders.</li> <li>- Appropriate agencies and key service providers.</li> </ul>
<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>- Maintain a high professional standard and work with integrity</li> <li>- Develop a collaborative working relationship</li> <li>- Communicate with respect and tolerance</li> <li>- Maintain a client focus</li> <li>- Adopt a Continuous Quality Improvement approach</li> <li>- Work within legislative and compliance framework</li> <li>- Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> </ul>
<b>Position Context</b>	<p>This position provides flexible and timely Dietetic services predominantly in the Commonwealth Home Support Program (CHSP). Some Home and Community Care (HACC) and Fee for service clients may be seen also, including those with Private Health, Home Care Packages, Team Care Arrangements under the Medicare Benefit Schemes, National Disability Insurance Scheme (NDIS) Plans and other full cost recovery income sources. A willingness to work seamlessly across all Dietetic services is required.</p> <p>This position is part of the Rural Health Team and reports to the Dietetics Clinical Lead.</p>

## Organisation Context

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

The Board of Governance provides strategic planning for Gateway Health.

The Board has delegated the operational management of the Agency to the Chief Executive Officer.

Executive staff provide direction, support and leadership to staff.

The Executive comprises;

- Chief Executive Officer
- Chief Financial Officer
- Manager People and Culture
- General Manager Client and Community Services
- Manager Primary Care
- General Manager Population Health, Planning and Performance

Program Managers provide immediate support and management within their program areas.

Corporate services are delivered through Finance, Payroll, Information Communications Technology, Human Resources and Quality and Compliance.

## Review of Position Descriptions:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

## Qualifications & Conditions:

**Applicants MUST address the Selection Criteria below when completing an employment application**

### Selection Criteria:

<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualifications in Dietetics recognised by Dietitians Australia (DA)</li> <li>• Accredited Practising Dietitian (APD) status</li> <li>• Eligible for a Medicare Provider number</li> <li>• Demonstrated experience working in a multidisciplinary team</li> <li>• Understanding of functional capacity building approaches to promoting health and independence</li> <li>• Highly developed verbal and written communication skills</li> <li>• Demonstrated ability to be self directed and motivated</li> <li>• Ability and willingness to travel for work purposes, therefore evidence of a current drivers licence is required</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Clinical experience in Community Aged Care and Disability</li> <li>• Clinical experience in a range of models of service, including public and private funded services</li> <li>• Competent computer literacy skills and experience with Electronic Client File systems</li> </ul>

### Salary & Conditions:

<b>Salary/Conditions:</b>	<ul style="list-style-type: none"> <li>• Grade 1</li> <li>• <del>Fixed Term, 6 months</del></li> <li>• 0.4 EFT</li> <li>• Salary packaging as per company policy</li> <li>• Current Drivers Licence</li> <li>• Working with Childrens Check and current Police Check</li> <li>• Based in Wangaratta</li> </ul>
<b>Enterprise Agreement/Award</b>	<ul style="list-style-type: none"> <li>• Victorian Community Health Sector (Audiologists, Dietitians, Pharmacists &amp; Psychologists) 2018-2021</li> </ul>

## Key Responsibilities

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### 1. PERSONAL & PROFESSIONAL DEVELOPMENT

*Demonstrated experience and understanding of the need for continuation of both personal & professional development.*

- Continually develop both personally and professionally to meet the changing needs of your position, career and organisation.
- Have a sound knowledge of relevant organisational policies and procedures as well as program work practices.
- Attend all relevant training sessions provided by the organisation and be actively involved in other training and development as required.
- Actively participate in the organisation's Performance Management System.

### 2. COMMUNICATIONS & ORGANISATION CULTURE

*Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.*

- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Be prompt and provide courteous service to clients, colleagues and the broader community.
- Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.
- Treat all clients with respect whilst being responsive to their needs, and promote a culture which prioritises client choice at all levels of service delivery.
- Observe and comply with the organisation's code of conduct.

### 3. ADMINISTRATION & DOCUMENTATION

*Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Ensure the development, implementation and maintenance of policies, procedures and work practices that support the efficient operation of the organisation.
- Ensure that all documentation is accurate and completed in a professional and timely manner.
- Input statistical data using relevant data bases to meet agreed timelines.
- Comply with OH& S and other relevant legislation.

### 4. TECHNICAL SKILLS & APPLICATION.

*Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- In collaboration with clients, competently provide dietetics intervention in accordance with relevant guidelines, professional code of ethics and Gateway Health Policy and Procedures.
- To be a Dietetic voice within the multi-disciplinary, Rural Health Team, liaising with and referring to other team members, in order to provide an optimum level of client independence where appropriate.
- Liaise with and refer to other health professionals and agencies as appropriate to ensure coordinated services.
- Work across all Dietetic services –public and private-, as required, to maximise service access and continuity of care for clients.

- To act as a nutrition advocate and resource for clients, caregivers, health professionals, and community groups, as required
- Positively participate in organisational supervision.
- Supervise Dietetic students and Allied Health Assistants (AHAs) when deemed appropriate.
- Meet service delivery targets.
- Participate in other duties as directed.
- Participate in quality improvement activities within Dietetics and the Rural Health Team.

## **5. TEAMWORK & COMMUNICATION**

*Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.*

- Be aware of, and practice according to, the organisation's objectives and values.
- Demonstrate the ability to work positively within the designated program/team to achieve agreed goals.
- Work harmoniously with other team members to ensure that a quality service is provided to our clients.
- Demonstrate effective communication skills (both verbal & written) in dealing with clients, visitors, staff, etc.

## **6. CONTINUOUS QUALITY IMPROVEMENT**

*Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.*

- Actively contribute to quality improvement initiatives and other program activities to meet relevant accreditation standards.
- Demonstrate ability to use initiative and skills in planning and prioritising daily activities.
- Demonstrated understanding of all relevant external legislation and internal policies and procedures that relate to this role and the organisation.

### Employment Details:

<b>Name:</b>	
<b>Classification:</b>	
<b>Program:</b>	
<b>Enterprise Agreement/Award:</b>	
<b>Date Joined Company/or commenced role:</b>	
<b>Responsible to:</b>	
<b>Main Responsibilities:</b>	

### Performance Monitoring:

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

<b>Last Appraisal Date:</b>	
<b>Next Appraisal Date:</b>	

I \_\_\_\_\_ (*full name*) hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please ensure you retain a copy for your records**