



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Dietitian - Grade 3**

### **0.4 FTE (Permanent Part-time)**

Applications are invited for a new 0.4EFT ongoing Grade 3 Dietitian position within the Dietetics Department at Swan Hill District Health with a focus on Food Service.

#### **What does the job entail?**

The Dietetics Department has a diverse role that includes clinical services with responsibilities for 59 acute care hospital beds (including dialysis, day procedure and midwifery), 14 subacute beds (including rehabilitation, geriatric evaluation and management, transitional care and palliative care), and 76 Aged Residential care beds. The Department provides a range of dietetic outpatient services including home visiting and telehealth options, and a Home Enteral Nutrition Program. Dietetics is also involved in a large range of health promotion activities in the local community.

This exciting new position is now open for application in the area of Dietetics & Food Service. The role will report to the Dietetics Department Manager and will involve contributing to the review and development of the health service menu and associated food services systems. It will also include process and product reviews, coordinating and supervising appropriate quality projects and audits, and supervising and training of relevant staff. The role will support the implementation of the new nutrition and food quality standards for health services and the Healthy choices: Healthier food and drinks in public health services.

The Dietetics Department is staffed by seven Dietitians and is supported by an expanding Community Care Division, including Health Promotion, Counselling, headspace, Dental, Community Rehabilitation, Aboriginal Health Unit and Allied Health Departments.

#### **About You:**

- Bachelor or Masters of Nutrition & Dietetics or equivalent
- Membership of the DA and Current APD status.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**Swan Hill District Health** is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Gayle Taylor, Dietetics & Health Promotion Manager, Ph: (03) 5033 337 or E: [gtaylor@shdh.org.au](mailto:gtaylor@shdh.org.au)

**Closing Sunday 2<sup>nd</sup> October, 2022**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



<b>Position:</b>	<b>Food Service Dietitian</b>
<b>Classification:</b>	Relevant Health Professional Award (Medical Scientist Award- 0.4EFT Dietitian Grade 3)
<b>Department:</b>	Dietetics
<b>Reports to:</b>	Dietetics Manager
<b>Position Summary:</b>	<p>To support the Dietetics Manager in the provision of safe and appropriate patient meals in Swan Hill District Health and to strengthen the interface between dietetics, nutrition and food services. This will involve contributing to the review and development of the health service menu and associated food services systems, process and product reviews, coordinating and supervising appropriate quality projects and audits, supervising and training relevant staff.</p> <p>The position requires demonstrated personal attributes that foster interdisciplinary collaboration and partnership with other programs and organisations and between all departments at SHDH.</p>
<b>Responsibilities:</b>	<p><b>Food Service</b></p> <ul style="list-style-type: none"> <li>• Collaborate with Food Service and the Food &amp; Nutrition Committee to ensure provision of appropriate nutritious food and beverages for clients, residents, staff and consumers of the health service.</li> <li>• Provide specialist knowledge and skills in the area of nutrition and dietetics in the food service setting.</li> <li>• Advocate for optimum nutrition care of patients through an effective menu and food service system.</li> <li>• Work together with our Food Service Manager and/or suppliers to ensure a nutritionally appropriate menu and efficient meal service for our patients.</li> <li>• Work to ensure compliance with relevant food safety protocols.</li> <li>• Together with the Dietetics and or Food Services Manager, identify additional quality issues and develop and supervise projects to address these issues. Issues may be directly related to food quality or those processes that support provision of safe and appropriate meals to our patients, for example introduction of electronic diet codes at ward level, improving mid meal snacks, auditing stock and waste levels.</li> <li>• Maintain up to date documentation and nutritional analysis related to standard health service menu and special diets.</li> <li>• Maintain the ChefMax menu ordering system to ensure that data is accurate and up to date, especially regarding allergens.</li> <li>• Assist with management of allergies between iPM (PAS) and Chefmax</li> <li>• Assist with regular audits related to diet code accuracy, food quality and acceptability, tray accuracy and portion control.</li> <li>• Assist with patient meal satisfaction surveys, collate data and communicate to key stakeholders.</li> <li>• Organize and coordinate appropriate training to ensure food service staff have the required knowledge and skills to undertake their responsibilities.</li> <li>• Provide supervision of dietetic students on Food Service placements.</li> </ul>

	<p><b>Dietetics</b></p> <ul style="list-style-type: none"> <li>• Modelling a high level of professional skill and professional competency and supervision of Dietetic staff and overseeing clinical supervision requirements.</li> <li>• Support the provision of high quality evidence based clinical services incorporating efficient and appropriate risk screening, comprehensive assessment, treatment, education and review to clients accessing services through Swan Hill District Health.</li> <li>• Support teams to provide a coordinated approach to patient care, including effective clinical handover and referral.</li> <li>• Promote consumer engagement and participation in care and interventions at all levels.</li> </ul> <p><b>Staffing &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>• Provide supervision and education of Grade 1 and 2 Dietitians, Dietetics-Allied Health Assistant, undergraduate Dietetic students, work experience students and volunteers.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Provide Dietetic expertise as a presenter and participate in program development for client groups within the clinical and community setting.</li> <li>• Other duties and responsibilities as designated by the Dietetics Manager.</li> </ul> <p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Development and review relevant SHDH policies, protocols and procedures.</li> <li>• Contribute to, and report, quality improvement activities.</li> <li>• Demonstrate a commitment to ongoing personal and professional development.</li> <li>• Identify and deliver opportunities for consumer participation.</li> <li>• Comply with safety, training and performance review requirements.</li> </ul>
<p><b>Key Selection Criteria:</b></p>	<ul style="list-style-type: none"> <li>• <b>Qualifications/Skills Experience/Competencies:</b></li> <li>• Bachelor or Masters of Nutrition &amp; Dietetics or equivalent, membership of the DA and current APD status.</li> <li>• Excellent knowledge of current evidence based clinical nutrition and dietetic practice.</li> <li>• Demonstrated ability and experience as a practising Dietitian in clinical and community settings with a minimum of 5 years of experience.</li> <li>• Demonstrated motivation and experience in the review, design and implementation of innovative services.</li> <li>• Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload</li> <li>• Strong commitment to professional development both personally and for staff with the aim to promote and establish a service of excellence</li> <li>• Demonstrated ability to initiate and maintain effective professional relationships and/or partnerships both inter-departmentally and across external agencies.</li> <li>• Advanced interpersonal, written and verbal communication skills including problem solving ability and computer literacy.</li> <li>• Communicate a clear understanding of quality improvement and customer service.</li> <li>• Demonstrated commitment to patient centred care &amp; multidisciplinary teamwork supported by effective interpersonal communication, networking and collaboration skills.</li> <li>• Current Victorian Drivers Licence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Current National Police Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Medical Scientist Award.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>

<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	
<b>Current:</b>	August 2022
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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<b>General Information</b>
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585