



**Swan Hill**  
District Health



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **DIETITIAN – Grade 1 or 2**

### **Maternity Position**

A Full-time position is available for a Dietitian Grade 1 or 2 to join our enthusiastic team of Health Professionals in the Dietetic Department at Swan Hill District Health.

#### **The Position**

The Dietetics Department has diverse roles 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 position will predominately provide clinical services within acute, aged care and outpatient clinic, and also support other roles within the department as required including group education presentations, tertiary student supervision (as appropriate), cover for subacute and other roles as backfill.

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

#### **You Bring**

- Completion of at least an accredited course in nutrition and Dietetics (Bachelor or Masters) or its equivalent that is relevant to the field of practice.

Please see attached Grade 1 or Grade 2 Position Descriptions

- Current National Police Check.
- Working with Children's Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

**About Swan Hill:** Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

**About Swan Hill District Health:** 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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

**Attract Connect Stay;** our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

**To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to [employment@shdh.org.au](mailto:employment@shdh.org.au).**

**You will find the documents required on our website – [Vacant positions](#)**

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Applications close: Friday 17<sup>th</sup> April 2026**

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

<b>Position:</b>	<b>Dietitian</b>
<b>Classification:</b>	Dietitian – Grade 1 (Year level is dependent on experience).
<b>Department:</b>	Dietetics
<b>Reports to:</b>	Dietitian Manager
<b>Position Summary:</b>	The Dietitian will provide evidence based clinical care to clients, residents and consumers of Swan Hill District Health in areas including acute, subacute, community outpatients, residential aged care, in accordance with DA professional standards and the Dietetics Department protocols. The position may also include the provision of services and programs which engage health promotion, education and evaluation strategies in promoting wellness and illness prevention.
<b>Responsibilities:</b>	<p>The Dietetics Department is responsible for providing evidence based clinical and community nutrition and dietetic services across Swan Hill District Health. The Dietetics Department contributes to the planning, implementation and evaluation of primary prevention activities both within the organisation and the community.</p> <p><b>Specific responsibilities of the role include:</b></p> <ul style="list-style-type: none"> <li>• Provision of high quality evidence based clinical services incorporating efficient and appropriate nutrition risk screening, comprehensive assessment, treatment, education and review to clients accessing services through Swan Hill District Health, as rostered.</li> <li>• Involvement of client and carers in decision making regarding their care and negotiate agreed plans of action.</li> <li>• Communication of assessment and treatment outcomes appropriately in medical history and to referral source, including provision of written reports to relevant external organisations as required.</li> <li>• Communication and monitoring of appropriate meal provision with menu monitor and food service personnel as required.</li> <li>• Liaison with other members of the health care team to provide a coordinated approach to patient care, including effective clinical handover and referral.</li> <li>• Provision of Dietetic expertise as a presenter and participate in program development for client groups within the clinical and community setting.</li> <li>• Contribute to the development, implementation and evaluation of nutrition related health initiatives in conjunction with senior staff.</li> <li>• Provide dietetic expertise or advice within the organisation and to the broader community.</li> <li>• Support the supervision and education of the Dietetic-Allied Health Assistant, work experience students and volunteers, as required.</li> <li>• Other duties and responsibilities as designated by the Department Manager.</li> </ul> <p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Effective delivery of evidence-based dietetic service and primary prevention activity.</li> <li>• Complete all administrative tasks efficiently and thoroughly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in meeting funding and service agreement targets and deliverables.</li> <li>• Contribute to quality improvement activities.</li> <li>• Demonstrate a commitment to ongoing personal and professional development.</li> <li>• Attend and contribute to departmental and other meetings as required.</li> <li>• Identify and deliver opportunities for consumer participation.</li> <li>• Comply with safety, training and performance review requirements.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Bachelor or Masters of Nutrition &amp; Dietetics or equivalent, membership of the DA and current APD status.</li> <li>• Excellent knowledge of current clinical nutrition and dietetic practice and commitment to professional development.</li> <li>• Demonstrated ability or experience as a practising Dietitian in clinical and community settings.</li> <li>• Excellent written &amp; verbal communication skills including problem solving ability &amp; computer literacy</li> <li>• Demonstrated abilities in working independently, flexibility, initiative, and time management.</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>• Sound knowledge of community health principles and a commitment and/or experience in providing primary health services in the community.</li> <li>• Current Victorian Drivers Licence.</li> <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> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous experience with enteral nutrition.</li> <li>• Demonstrated ability or experience as a practising clinical Dietitian in sub-acute settings.</li> </ul> <p><b>Qualifications/Skills Experience/Competencies:</b></p> <ul style="list-style-type: none"> <li>• Current member of the Dietitians Association of Australia &amp; current Accredited Practising Dietitian Status.</li> <li>• Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH.</li> </ul>
<b>Salary/Award:</b>	In accordance with the Medical Scientists Award.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
<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> </ul>

	<ul style="list-style-type: none"> <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>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<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>	May 2011, Mar 17, Dec 18, Jan 21, Mar 22
<b>Current:</b>	Mar 26
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	

<b>Position:</b>	<b>Dietitian</b>
<b>Classification:</b>	Dietitian – Grade 2 (Year level is dependent on experience).
<b>Department:</b>	Dietetics
<b>Reports to:</b>	Dietitian Manager
<b>Position Summary:</b>	The Dietitian will provide evidence based clinical care to clients, residents and consumers of Swan Hill District Health in areas including acute, subacute, community outpatients, residential aged care, in accordance with DA professional standards and the Dietetics Department protocols. The position may also include the provision of services and programs which engage health promotion, education and evaluation strategies in promoting wellness and illness prevention.
<b>Responsibilities:</b>	<p>The Dietetics Department is responsible for providing evidence based clinical and community nutrition and dietetic services across Swan Hill District Health. The Dietetics Department contributes to the planning, implementation and evaluation of primary prevention activities both within the organisation and the community.</p> <p><b>Specific responsibilities of the role include:</b></p> <ul style="list-style-type: none"> <li>• Provision of high quality evidence based clinical services incorporating efficient and appropriate nutrition risk screening, comprehensive assessment, treatment, education and review to clients accessing services through Swan Hill District Health, as rostered.</li> <li>• Involvement of client and carers in decision making regarding their care and negotiate agreed plans of action.</li> <li>• Communication of assessment and treatment outcomes appropriately in medical history and to referral source, including provision of written reports to relevant external organisations as required.</li> <li>• Communication and monitoring of appropriate meal provision with menu monitor and food service personnel as required.</li> <li>• Liaison with other members of the health care team to provide a coordinated approach to patient care, including effective clinical handover and referral.</li> <li>• Provision of Dietetic expertise as a presenter and participate in program development for client groups within the clinical and community setting.</li> <li>• Contribute to the development, implementation and evaluation of nutrition related health initiatives in conjunction with senior staff</li> <li>• Provide dietetic expertise or advice within the organisation and to the broader community.</li> <li>• Provide supervision and education of Grade 1 Dietitians, Dietetics-Allied Health Assistant, undergraduate Dietetic students, work experience students and volunteers, as required.</li> <li>• Other duties and responsibilities as designated by the Department Head.</li> </ul> <p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Effective delivery of evidence-based dietetic service and primary prevention activity.</li> <li>• Complete all administrative tasks efficiently and thoroughly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in meeting funding and service agreement targets and deliverables.</li> <li>• Contribute to quality improvement activities.</li> <li>• Demonstrate a commitment to ongoing personal and professional development.</li> <li>• Attend and contribute to departmental and other meetings as required.</li> <li>• Actively cooperate as a member of a team, following organisational values and behaviours.</li> <li>• Identify and deliver opportunities for consumer participation.</li> <li>• Comply with safety, training and performance review requirements.</li> </ul>
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<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> </ul>

	<ul style="list-style-type: none"> <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>	March 2017, Dec 2018, Dec 2020, Feb 22, March 22
<b>Current:</b>	March 2026
<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:

## 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