

### **POSITION SUMMARY**

As a member of the Powassan & Area Family Health Team's (PAAFHT) interdisciplinary health care team, the Registered Dietitian provides high quality professional nutritional care to rostered clients, consistent with the philosophy of the Family Health Team.

The Registered Dietitian is responsible for providing comprehensive nutritional care for clients and their families through education, guidance, and counseling. In addition, the Dietitian contributes to program planning, implementation and evaluation within an interdisciplinary team context. Attention to detail, managing multiple priorities, a focus on quality improvement and providing a high level of patient service is essential.

### **Key areas of Responsibility and Duties**

- Group sessions on specific topics: intermittent fasting, low carb, cooking classes, weight loss series, special interest topics, parents of kids with weight issues etc
- Individual patient appointments

### **POSITION REQUIREMENTS**

The minimum requirements for this position are:

#### **Education and Experience**

- Bachelor's degree in Foods and Nutrition
- Completion of an Accredited Dietetic Internship program
- Active registration with the College of Dietitians of Ontario
- Membership with Dietitians of Canada is an asset
- Certified Diabetic Educator is an asset

#### **Skills and Abilities**

- Advanced knowledge of principles, processes, and practices in Dietetics and/or nutrition
- Demonstrated aptitude with food planning, menu planning, diet therapy, food cost control, and working with special dietary needs
- Ability to assess, develop, implement and evaluate care plans for nutritional needs based on individual patient requirements
- Strong organizational skills, ability to work independently and in a professional manner respecting patient confidentiality and program integrity;
- Good judgment, time management, attention to detail and priority setting abilities;
- Excellent verbal and written communication skills;
- Ability to work as part of a team with a variety of health service providers;
- Excellent interpersonal skills;
- Experience in program development, implementation, monitoring and evaluation an asset
- Clinical experience considered an asset
- Experience as a group facilitator and knowledge of adult learning principles an asset
- Motivational interviewing training and experience an asset
- Excellent computer skills and demonstrated proficiency with a variety of software programs including Microsoft Word, Excel, Outlook and Power Point
- Exceptional client service skills;
- Familiarity with Electronic Medical Records systems an asset (the office uses Practice Solutions);

<b>Responsibility:</b>	<b>Lead Self</b> <ul style="list-style-type: none"> <li>• self-aware</li> <li>• manage self</li> <li>• develop self</li> <li>• demonstrate character</li> </ul>
<b>Accountabilities:</b>	
<ul style="list-style-type: none"> <li>▪ Models PAAFHT values and integrates them into everything we do</li> <li>▪ Contributes to the efficient functioning of the organization and the attainment of goals</li> <li>▪ Participates in personal leadership development – actively seeking opportunities and challenges for personal learning, character building and growth</li> <li>▪ Demonstrates character and models qualities such as honesty, integrity, resilience and confidence</li> <li>▪ Arranges priorities as necessary to perform tasks</li> <li>▪ Follows established work and administrative procedures</li> <li>▪ Maintains current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings</li> <li>▪ Aware of own assumptions, values, principles, strengths and limitations</li> <li>▪ Takes responsibility for own performance and health</li> </ul>	

<b>Responsibility:</b>	<b>Engage Others</b> <ul style="list-style-type: none"> <li>• foster development of others</li> <li>• contribute to the creation of healthy organizations</li> <li>• communicate effectively</li> <li>• build teams</li> </ul>
<b>Accountabilities:</b>	
<ul style="list-style-type: none"> <li>▪ Accepts referrals from physicians and other health care team members</li> <li>▪ Collaborates with both providers and clients to ensure appropriate care is provided to patients</li> <li>▪ Conducts comprehensive assessments with clients to obtain relevant information and assess client nutritional needs</li> <li>▪ Uses the Nutrition Care Process to develop individualized nutrition care plans based on assessments. Includes nutritional-related social determinants of health in the assessment and provides follow-up as necessary</li> <li>▪ Involves clients in decisions about their health and encourages clients to take action for their own health using goal-oriented treatment interventions.</li> <li>▪ Helps clients to identify and use available resources including community services and programs</li> <li>▪ Reviews physical condition, physician orders, and psychological needs of patients to ensure high standards of nutritional intake</li> <li>▪ Consults with patients to evaluate nutritional requirements, assess food intake, and monitor acceptance</li> <li>▪ Conducts and implement complete nutritional assessments for all patients at nutritional risk</li> <li>▪ Compares effectiveness of dietary plans against patient’s medical progress, and modify or alter plans as necessary</li> </ul>	

<b>Responsibility:</b>	<b>Achieve Results</b> <ul style="list-style-type: none"> <li>• set direction</li> <li>• align decisions with values, visions, evidence</li> <li>• take action consistent with values</li> <li>• assess and evaluate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Develops and delivers nutrition resources and nutrition programs; facilitate group nutrition classes based on identified client need. Evaluate programs and classes</li> <li>▪ Collaborates with other health care team members to provide the best care for the client</li> <li>▪ Communicates effectively with health care team members, clients and families</li> <li>▪ Acts as a resource to other team members on nutrition related issues</li> <li>▪ Participates in interdisciplinary meetings as required</li> <li>▪ Prepares monthly statistical reports as required</li> </ul>	

<b>Responsibility:</b>	<b>Develop Coalitions</b> <ul style="list-style-type: none"> <li>• purposefully build partnerships</li> <li>• commitment to customer &amp; service</li> <li>• mobilize knowledge</li> <li>• navigate sociopolitical environs</li> </ul>
<b>Accountabilities:</b> <ul style="list-style-type: none"> <li>▪ Maintains strong working relationships with team members and external stakeholders</li> <li>▪ Cultivates a teamwork environment where all interactions with physicians, patients, families, and staff demonstrate compassion, accountability, respect and teamwork</li> </ul>	

<b>Responsibility:</b>	<b>Systems Transformation</b> <ul style="list-style-type: none"> <li>• demonstrate systems &amp; critical thinking</li> <li>• orient to the future</li> <li>• encourage &amp; support innovation</li> <li>• champion &amp; orchestrate change</li> </ul>
<b>Accountabilities:</b> <ul style="list-style-type: none"> <li>▪ Encourages and support innovation and quality improvement within our team</li> <li>▪ Actively contributes to change processes within the organization</li> <li>▪ Assists in yearly review of Strategic Plan and implementation of strategies and objectives</li> <li>▪ Maintains a future-oriented strategic outlook</li> </ul>	

<b>Responsibility:</b>	<b>Safety</b>
<p>All employees are responsible for demonstrating their responsibility and commitment to patient and staff safety by complying with all Powassan &amp; Area Family Health Team policies and procedures related to staff and patient safety, including the identification of near misses or actual incidents where patient or staff safety are at risk. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Incident reporting of all workplace injuries, occupational illness and/or exposures to the Executive Director</li> <li>• Actively following Infection Control and Practice guidelines, including hand hygiene practices, routine practices i.e. utilizing appropriate personal protective equipment (PPE)</li> <li>• Practicing WHMIS safety guidelines</li> <li>• Completing all mandatory e-Learning</li> </ul>	

**WORKING CONDITIONS:**

Work is performed in a variety of settings both within and outside the FHT medical centre and the satellite location in Astorville.

**REPORTING RELATIONSHIPS:**

The Registered Dietitian position reports and is accountable to the Executive Director.

**PROBATIONARY PERIOD:**

Three-month probationary period.

**The preceding described duties are representative and should not be construed as all-inclusive.**