

## POSITION DESCRIPTION

<b>Position Title:</b>	Grade 2 Dietitian - Community
<b>Business Unit/Department:</b>	Diabetics
<b>Division:</b>	Integrated Community Health Services
<b>Award/Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021-2025
<b>Classification:</b>	Grade 2
<b>Reports To:</b>	Manager Community Adult Health Programs
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	18 July 2025

### Position Purpose

Dietitians within the Integrated Community Health Services work as a members of the multidisciplinary team to deliver evidence based dietetics services and participate in service improvement initiatives to promote quality of care. The role works to provide evidence- based dietetic care to clients across community health centres (Bacchus March, Melton and Caroline Springs), Bacchus Marsh and Melton Regional Hospital and Melton Health dialysis. The role supports clients in both individual and group based situations and works with the multidisciplinary team to build programs and opportunities.

### Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

#### Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships and support services across Bacchus Marsh, Melton and Caroline Springs campuses.

The Integrated Community Health Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group based interventions. Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety). Within community services there are multiple different funding programs to support a patient's and client's journey and build their independence in the community.

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health

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- Community Health Nursing
- Community Nursing
- Perpetrator Men's Family Violence
- Aboriginal Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports
- Support at Home Programs
- Dental Services

### **Division of Allied Health**

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

### **Key Responsibilities**

- Provide assessment, treatment and referral for all clients referred for dietetics services as appropriate.
- Provide dietetics service across all WH campuses & programs as need arises, including Melton Health dialysis, Primary Care – HACC PYP; CHSP; and Community Women's Health, Bacchus Marsh & Melton Regional Hospital inpatients, EPC/MBS, home care packages and NDIS.
- To co-ordinate and contribute to the operation of allocated portfolio areas as required eg. group programming, food service.
- Participate in the delivery of health education programs to groups, clients and workers within the catchment area.
- Develop dietetic resources and tools, as required, for use with individuals, groups and the wider community.
- Facilitate groups and support clients to make lifestyle changes to improve health and quality of life
- Promote appropriate referral options for clients, families and service providers within the catchment and the wider service system
- Undertake the supervision of dietetics students, including community nutrition and food service placements.
- Provide clinical and supervisory support to Grade 1 Dietitians as required.
- Promote a positive team culture and facilitate optimal team performance.
- Assist the Manager/ Senior Clinician of the area with other duties as required.
- Ensure documentation is maintained in the standard manner when required
- Be aware of and participate in quality and risk management programs
- Participate in staff development activities
- Utilise appropriate communication channels as per organisational structure
- Identify patient needs and provide appropriate patient information
- Act in accordance with standards, guidelines and mandatory trainings
- Maintain statistics in accordance with requirements.

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- Maintain professional standards in accordance with the Dietitian Australia and the Accredited Practising Dietitian program.
- Develop and maintain effective networks with Nutrition and Dietetic professional groups and special interest groups for the purpose of peer review and support.
- Undertake quality improvement activities and contribute to the Western Health Quality Plan.
- Undertake work tasks and projects according to service demand and population needs as directed by the Manager and Director

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Manager Community Adult Health Programs
- Manager Nutrition
- Senior Dietitian
- Dietitians, Speech Pathologists, Diabetes Nursing
- Other Allied Health and Nursing teams

#### External:

- Patients, carers and other support people
- Relevant community stakeholders
- External referrers

### Selection Criteria

#### Essential

- Tertiary qualifications in Dietetics
- Current and willingness to maintain Accredited Practising Dietitian (APD) status with Dietitians Australia
- Eligibility for Medicare Provider Number - APD or Provisional APD status required
- Experience in the provision of dietetic services including assessment and intervention
- Clinical dietetic knowledge and experience in a variety of community based, acute and aged care settings.
- Demonstrated respect for and understanding of the client's (and/or the client's family/carer) right to informed choice, independence and determination of services required and delivered
- Ability to apply without exception principles of confidentiality, privacy and maintain confident communication.
- Demonstrated excellent communication skills (both verbal and written).
- Excellent organisational, time management and negotiation skills.
- Well -developed interpersonal skills and ability to work as part of a multidisciplinary team of health professionals.
- Ability to develop and maintain effective working relationships with external service providers

#### Desirable

- Knowledge and experience with the HACC-PYP, CHSP and fee for service delivery requirements (NDIS / home care packages).
- Experience in community dietetics – minimum 2 years
- Experience with student and staff supervision
- Experience in public health nutrition activities and an understanding and experience of quality improvement and evaluation activities.
- Knowledge of dietetics role in food service, particularly for hospital and residential aged care.

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<h3>Additional Requirements</h3> <p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain NDIS worker screening check</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health</li> <li>• Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>
<h3>General Information</h3> <ul style="list-style-type: none"> <li>• Redeployment to other services or sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs</li> <li>• Western Health is a smoke free environment</li> </ul>

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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