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| Government of **Western Australia** |

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| Department of Communities |

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| Disability Services |

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| **Job Description Form** |

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| 26 April 2018 |

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| **Dietitian** |

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| Specified Callings Level 1 |

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| Award/Agreement: |

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| PSGOGA 2017 (Specified Callings) |

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| Organisation Unit: |

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| IS Adult Program |

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| **This Position Reports To:** |

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| Adult Program Team Leader |

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| Specified Callings Level 3 |

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| **Positions Under Direct Supervision:** |

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| **Organisational Context** |

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| The Department of Communities is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability. Disability Services is a division of the Department of Communities and under the Disability Services Act 1993, it provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers. The Department also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone. |

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| The Department seeks to employ staff who demonstrate the following capabilities and values:Capabilities:Shapes and manages strategyEffective decision makingCommunicates and influences effectivelyAchieves resultsExemplifies personal integrity and self-awarenessBuilds productive relationships.Values:Commitment — to our vision for people with disability and their familiesRespect — values cultural diversity and encourages everyone’s unique contributionIntegrity — is honest and truthful about decisions and actionsWorking together — works together cooperatively to get things done and pursue our visionOpenness — decision-making and communications are clear and transparentLeadership — actions reflect leadership responsibilitiesAccountability — are openly accountable for decisions and actionsContinued learning — are committed to a culture of excellence and continued learning.The Department is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged. |

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| **Key Work Description** |

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| This position provides nutrition and dietetic services to assigned adults with a disability living in supported accommodation settings and in the community either independently or with their family. Participates as a member of a transdisciplinary team, delivering interventions to people with disability that support well-being, independence and participation in community life. |

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| **Work Description** |

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| This section outlines the results and outcomes required of an individual in this position. |

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| **1.0 Strengthen Participants, Families and Carers**1.1 Provides direct nutrition and dietetic service to referred eligible Department clients as assigned. 1.2 Assesses and determines dietary requirements, liaises with families, staff and carers, develops plans and reviews progress. 1.3 Plans, develops and provides information and resources for participants, families, professional staff and direct care staff.1.4 Provides education for participants, families, professional and direct care staff.**2.0 Information Management**2.1 Records and maintains participant’s information and documentation including relevant case notes, correspondence and assessment reports, and record provided service data on the required databases by the nominated date(s). 2.2 Uses computer technology and associated software including word processing, email, spreadsheets and presentation packages to efficiently manage correspondence, communication and information.2.3 Uses databases for tracking and for information management.**3.0 Team Participation and Development**3.1 Supports team functions including team meetings, referral management and planning activities. 3.2 Contributes to transdisciplinary assessments and the planning, implementation of an participant’s service.3.3 Provides information and consultation on Dietetic issues related to the team.**4.0 Professional Development and Supervision**4.1 Participates in and contributes to regular supervision with discipline supervisor.4.2 Participates in the Performance Development process by attendance at relevant professional development to assist and maintain contemporary skills and knowledge in nutrition and dietetics.**5.0 Community Liaison and Capacity Building**5.1 Provides information, resources and education to families, direct care staff and dietitians and other professional staff in order to build capacity through the sharing of skills and knowledge. |

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| **Work Related Requirements** |

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| In the context of this position, able to demonstrate: |

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| **QualificationsEssential**- Tertiary qualifications in Dietetics and eligible for membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD).**Knowledge/Skills/AbilitiesEssential**- Knowledge and skills in providing nutrition and dietetic services to people with a disability..- Knowledge and skills in the provision of consultative services to participants, families, professional staff and carers within and outside the Department.- Understanding and commitment to evidence based practice and continuous improvement.- Ability to develop, implement and evaluate information and training packages for participants and groups. |

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| **Special Requirements / Equipment**  |

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| Appointment is subject to a satisfactory National Police Clearance.A Working with Children (WWC) check may be required.An Australian driver’s licence and the ability to travel in response to organisational needs. |

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| **Certification** |

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| Brett Hunt, A/Executive Director Sector Engagement & Development. |

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