



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601188
Division:	Population Health	Title:	Coordinator Dietetics
Branch:	Kalgoorlie	Classification:	HSO Level P2
Section:	Health Promotion	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Director Population Health Classification: HSO Level G11 Position No: 601201	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <u>Title</u> 601444 - Dietitian 601738 - Physiotherapist 601739 – Senior Speech Pathologist 601746 – Senior Occupational Therapist 601747 – Senior Physiotherapist 601748 – Social Worker 601749 - Clerk 601848 – Allied Health Assistant 601879 – Senior Audiologist
	↑	
	Responsible To	
Responsible To	Title: Manager Allied Health Classification: HSO Level P3 Position No: 601905	←
	↑	
	This position	
This position	Title: Coordinator Dietetics Classification: HSO Level P2 Position No: 601188	↑
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Positions under direct supervision:	← Other positions under control:						
<table><tr><th>Position No.</th><th>Title</th></tr><tr><td>601521</td><td>Dietitian</td></tr></table>	Position No.	Title	601521	Dietitian	<table><tr><th>Category</th><th>Number</th></tr></table>	Category	Number
Position No.	Title						
601521	Dietitian						
Category	Number						

Section 3 – KEY RESPONSIBILITIES

In collaboration with the Manager Allied Health (Esperance), this position coordinates planning, development, implementation and evaluation of public health nutrition programs and regional dietetic services in accordance with local, regional and state-wide priorities.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	SERVICE PLANNING AND MANAGEMENT		
1.1	Ensures effective coordination of nutrition services across the Goldfields region through regular communication, professional development and liaison with all dietetic / allied health and other Population Health staff and their managers.		
1.2	Coordinates the planning, development, implementation and evaluation of specific nutrition and healthy lifestyle programs in the Goldfields region, in accordance with local, state and national priorities.		
1.3	Build partnerships and capacity within the community and amongst key stakeholder groups to promote improved nutritional status across the Goldfields region with an emphasis on disadvantaged groups and communities.		
1.4	Works with health service providers and community members to build their capacity to develop effective nutrition and healthy lifestyle strategies and programs.		
1.5	Prepares funding applications for programs that address nutrition and healthy lifestyle issues.		
1.6	Coordinates a planned approach to training and development of Population Health staff and students in the Goldfields region using appropriate support, mentoring, evaluation, performance development and other staff development tools.		
1.7	Represents Goldfields Population Health on working parties and committees as appropriate/required.		
2.0	CLINICAL SUPPORT		
2.1	Coordinates food service across the Goldfields region in conjunction with catering and other relevant health service staff to comply with appropriate nutrition policies and standards.		
2.2	Assist with auditing, reporting and quality improvement activities associated with food service provision across the region.		
2.3	Ensure regional dietetic services and health promotion programs have a sound evidence base and are evaluated according to outcome indicators established at national, state and local levels.		
3.0	CLINICAL DIETETIC SERVICES		
3.1	Coordinate and assist with the provision of clinical and community dietetic services within the Goldfields region.		
3.2	Uses research and evidence based practice to develop and improve regional clinical dietetic services and programs.		
3.3	Acts as a resource for regional dietetic staff regarding clinical services across the spectrum of care.		
3.4	Access quantitative and qualitative data on regional clinical services and assist with clinical service development and quality improvement initiatives.		
4.0	OTHER		
5.1	Positively participate in and promotes the multidisciplinary team concept within Population Health.		
5.2	Participate in Population Health quality improvement activities.		
5.3	Participate in ongoing performance development and review processes.		
5.4	Undertake duties as directed by manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualifications in Dietetics and eligible for full membership with the Dietitians Association of Australia as an Accredited Practising Dietitian (APD).
2. Demonstrated experience in broad based clinical practice including inpatient, outpatient, primary health and paediatric services.
3. Demonstrated knowledge and understanding of health promotion principles and practice with significant experience in planning, implementing and evaluating public health nutrition programs.
4. Demonstrated leadership and managerial skills including human resource management, problem solving and negotiation/conflict resolution.
5. Demonstrated high level of communication skills (written & verbal) and ability to work as a member of a multi-disciplinary team.
6. Demonstrated time management and organisational skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.
8. Eligible for or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Undergraduate or post-graduate qualification in health promotion or other relevant post-graduate tertiary qualification.
2. Experience in food service and working with catering and other relevant health service staff to comply with nutrition policies and standards.
3. Demonstrated experience in addressing dietetic/nutritional issues amongst disadvantaged populations including Aboriginal communities

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of eligibility for or current membership with the Dietitian's Association of Australia (DAA) and Accredited Practising Dietitian (APD) status must be provided prior to commencement • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Director Population Health

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed
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