KEY AREAS OF RESPONSIBILITY

The Dietitian is responsible for:

- Providing Dietetics services to clients within the Senses Australia’s Disability Professional Services business unit.

ORGANISATIONAL STRUCTURE

Responsible to: Coordinator Therapy Services

This Position: Dietitian

Employee Name: ________________________________

Employee: ___________________________ Date:__/__/__

Approved by: ___________________________ Date:__/__/__

DEBBIE KARASINSKI
CHIEF EXECUTIVE OFFICER

Reviewed 24 February 2017
1. PROFESSIONAL / CLINICAL MANAGEMENT

1.1 Assess, plan and develop dietetics programs and regimes relevant to client’s individual service plans in consultation with the client, relevant family members/caregivers and significant others including support staff.

1.2 Implement and evaluate dietetics services for clients.

1.3 Liaise with parents/caregivers, teachers, health professionals and external agencies regarding dietetics intervention requirements for individual clients.

1.4 Act as a consultant to other professionals, support staff, caregivers and local community regarding dietetics.

1.5 Provide training and education within the organisation and externally as required.

1.6 Participate in client individual service plans, case conferences, team meetings, and program meetings as required.

1.7 Supervise and assess assigned dietetics students as required.

2. STAFF

2.1 Participate and contribute to team meetings.

2.2 Maintain effective communication with all staff.

3. EDUCATION AND TRAINING

3.1 Ensure participation in specialist dietetics network meetings to maintain knowledge of current practices and represent Senses Australia.

3.2 Plan, develop and implement educational or therapeutic programs relevant to dietetics intervention and preventative programs for parents/caregivers, health professionals, service providers and external agencies.
3.3 Undertake continued professional development to maintain knowledge of professional dietetics practices.

3.4 Educate, supervise and evaluate dietetics students as required.

3.5 Research best practice models and current world trends relevant to Senses Australia clients and the specialist field of dietetics

4. ADMINISTRATION

4.1 Ensure adequate maintenance of client records, reports and target purpose hours in accordance with Senses Australia Disability Professional Services guidelines.

4.2 Develop and maintain dietetics services in accordance with the National Standards for Disability Services and the Policies and Procedures of Senses Australia.

5. OCCUPATIONAL SAFETY AND HEALTH

5.1 Comply with employee's duties under Section 20 of the Occupational Safety and Health Act 1984 as follows:

- comply with instructions given by the General Manager for your own safety and health and that of other persons;
- use protective clothing and equipment as provided by employer and according to instructions;
- not misuse or damage any equipment provided in the interest of safety and health;
- report any hazards to your Manager;
- immediately report accidents / incidents to the General Manager;
- follow documented safe work practices; and
- assist the employer in meeting their duties under section 21 of the Occupational Health and Safety Act as below.

5.2 Comply with employee's duties under Section 21 of the Occupational Safety and Health Act 1984 as follows:
• An employer shall, so far as is practicable, ensure that the safety or health of a person, not being (in the case of an employer) an employee of the employer, is not adversely affected wholly or in part as a result of work that has been or is being undertaken by the employer or any employee of the employer; or any hazard that arises from or is increased by the work referred to; or the system of work that has been or is being operated by the employer.

6. GENERAL

6.1 Perform other duties as directed by your Manager or General Manager within the limits of your skills and competence.

6.2 Attend and effectively represent Senses Australia at Expos, Forums and other external events and meetings as required by the General Manager Disability Professional Services and the Chief Executive Officer.

6.3 Maintain and develop knowledge and skills relevant to the role.

6.4 Work within the Policies and Procedures of Senses Australia.

6.5 Unless otherwise authorised, keep confidential information confidential to Senses Australia whether during employment or after your employment ceases.

6.6 Dress in a manner which enables the execution of all duties and presents Senses Australia to the community in the best manner.

6.7 Dress in a manner which enables the face to be fully exposed for full facial expression and communication.

6.8 Demonstrate a commitment to the provision of a continuing quality service.
SELECTION CRITERIA

ESSENTIAL

1. APD accreditation
2. Previous experience working with people with complex needs
3. Effective interpersonal and communication (listening, oral and written) skills
4. Effective time management and problem solving skills
5. Ability to evaluate and adapt services as required
6. Understanding of and a commitment to the Professional Code of Ethics, Code of Conduct and the National Standards for Disability Services
7. Hold a current National Police Certificate (less than six (6) months old)
8. Hold a current Working with Children Card
9. Proficient in the use of Microsoft Word and Outlook
10. Possession of a valid WA driver’s licence
11. Hold a current and valid First Aid Certificate

DESIRABLE

12. Participatory member of the Dietitians Association of Australia and relevant special interest groups
13. Previous experience working in a community service setting