



# Tasmanian Aboriginal Corporation

## POSITION DESCRIPTION

<b>Position Title:</b>	Dietitian
<b>Employment Status:</b>	Part time
<b>Industrial Instrument:</b>	Tasmanian Aboriginal Centre Inc. Enterprise Agreement 2015
<b>Classification Level:</b>	TAC Level 8
<b>Location:</b>	Hobart , Launceston & Burnie
<b>Reports To:</b>	Regional Manager
<b>Direct Reports:</b>	Nil
<b>Date:</b>	May 2017

---

### OBJECTIVE OF POSITION:

To work as part of a multi-disciplinary team to deliver comprehensive, integrated and well-coordinated primary health care services to the Aboriginal community through providing advice and guidance on food and nutrition.

### KEY RELATIONSHIPS:

- Regional Manager
- Medical Director
- Doctors
- Nurses
- Aboriginal Health Workers
- External health service providers.

### KEY RESPONSIBILITY AREAS:

As a Dietitian within a primary health care framework, your role will include:

#### Provide good clinical care:

1. Plan and implement the provision of the dietetic and nutrition service to the Aboriginal Community in which you are based.
2. Undertake appropriate nutritional assessment and intervention for individuals and families.
3. Deliver and evaluate client education, either individually or in a group.
4. Promote the importance of nutritional eating.

#### Improvement of client health outcomes:

5. Consult with clients, including by listening to their stories, and working towards empowering clients to care for their own health as much as possible.
6. Contribute to the development of client diet plans, in collaboration with other AHS staff where required.
7. Participate in decision making within a multi-disciplinary team to achieve planned client outcomes.

**Health promotion:**

8. Make appropriate referrals to staff within the AHS, other TAC programs or outside agencies.
9. Promote and implement good health practices, health programs and health promotion campaigns, as widely as possible within the Aboriginal community, including through delivering presentations and facilitating group discussions.

**Working collaboratively with colleagues:**

10. Participate as an active and contributing team member in such a way that the operations of the team and the achievement of team goals are enhanced.
11. Work cooperatively with other team members and share information, as appropriate.
12. Promote and participate in education activities, including orientation of less experienced staff.
13. Communicate effectively with colleagues, clients and health professionals.
14. Participate in and demonstrate commitment to the TAC's Workplace Health and Safety (WHS) system and Continuous Quality Improvement (CQI) initiatives.
15. Undertake other duties and tasks, within the individual's scope of practice.

**Compliance:**

16. Maintain awareness of current and new legislation to ensure compliance with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials & safe handling/disposal of medical waste, records management, WHS and accreditation.
17. Ensure relevant personnel are kept informed and changes are made to systems and procedures, as required.

**Professional:**

18. Act within professional practice and ethics.
19. Maintain awareness of current evidence and research on clinical practices and inform/educate other AHS staff.
20. Change systems and procedures to ensure compliance with best available evidence as applicable.

**EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES:**

- a. Demonstrated knowledge of and compliance with all relevant legislation and common law obligations affecting your level of work.
- b. Discharge of duty of care in the course of practice including meeting practice standards and accountability for actions.
- c. Demonstrated knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- d. Practice only within the limits of educational preparation and competence.
- e. Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- f. Demonstrated client-focused approach with genuine empathy and interest in the client's health, wellbeing and cultural needs.
- g. Excellent interpersonal and communication skills.
- h. Be well-presented, friendly and courteous.
- i. Undertake all duties in a diligent manner, with honesty and integrity.
- j. Maintain absolute confidentiality regarding client and AHS information.
- k. Demonstrated ability to work accurately.
- l. Demonstrated ability to work cooperatively and independently.
- m. Demonstrated ability to prioritise and organise.
- n. Demonstrated commitment to ongoing professional development and maintain appropriate registration.
- o. Commitment to Aboriginal self-determination and support for Aboriginal culture being embedded in all programs.

**COMPETENCY, SKILLS, KNOWLEDGE AND EXPERIENCE:**

**REQUIREMENTS:**

**Essential:**

1. Bachelor of Science (Nutrition and Food Science) or equivalent.
2. Demonstrated ability to communicate effectively both verbally and in writing.
3. Demonstrated ability to work effectively in a team environment.
4. Well developed organisational and time management skills.
5. Current drivers licence.

**Desirable:**

6. Experience as a Dietitian in a primary health care role.

**PRE-EMPLOYMENT CHECKS:**

The Tasmanian Aboriginal Corporation has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These include:

1. Conviction checks in the following areas:
  - a. Crimes of violence
  - b. Sex Related offences
  - c. Serious drug offences
  - d. Crimes involving dishonesty
2. Registrations to Work with Vulnerable People
3. Identification check

This position description accurately describes the full set of duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, Code of Conduct, policies and procedures, and legislative requirements.

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by CEO:	<i>W Sculthorpe</i>
Approval Date:	<i>15/5/17</i>

**WORKING ENVIRONMENT:**

The Tasmanian Aboriginal Corporation is a statewide organisation delivering a wide range of services to the Aboriginal community including Health, Aged Care, Children's Services, Land Management Programs, Legal Services, Family Support, Cultural Awareness, Language and Youth Programs.

The Tasmanian Aboriginal Corporation is a member based organisation, controlled by a State Committee, committed to providing high quality, holistic and timely services to Aboriginal and Torres Strait Islanders.

We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and social justice. We bring these values to life by our individual and collective commitment to:

- A workplace free from discrimination.
- The highest ethical standards.
- Focusing on results.
- Leadership of the highest quality.
- Workplace relations that value communication, consultation and cooperation.
- A workplace that provides a fair, flexible, safe and rewarding workplace.
- Delivering services fairly, effectively and courteously.

Staff are expected to demonstrate an understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal clients, staff and the Aboriginal Community.

### **Aboriginal Health Service (AHS)**

The Aboriginal Health Service is a safe, friendly, confidential and culturally appropriate service, in line with Community needs. The TAC is the Tasmanian Affiliate to the National Aboriginal Community Controlled Health Organisations (NACCHO).

We provide comprehensive, integrated and multi-disciplinary primary health care programs including:

- Acute care
- Chronic disease
- Counselling
- Nutrition
- Physical activity
- Ante natal
- Child health
- Oral health
- Sexual health
- Alcohol and other drugs
- Aged care
- Health promotions

### **Confidentiality Requirements:**

Tasmanian Aboriginal Corporation is committed to collecting, keeping and disposing of client records in ways that protect privacy and ensure confidentiality is maintained. The Tasmanian Aboriginal Corporation confidentiality policy conforms to the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, Australian Privacy Principles (APPs) which govern the collection, use and storage of personal information.

In accordance with Tasmanian Aboriginal Corporation's Policy, employees must not give information or documents relating to their employment, clients and to the business to anyone unless authorised to do so by the Tasmanian Aboriginal Corporation. This includes medical records, personal information or information relating to the Tasmanian Aboriginal Corporation's business activities.

### **Workplace Health and Safety (WHS):**

All staff will assist the Tasmanian Aboriginal Corporation to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Tasmanian Aboriginal Corporation's WHS Management System in areas under their control; ensure compliance with legislative requirements and established policies, procedures and guidelines; and provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

The Tasmanian Aboriginal Corporation can be a high demand, emotive and confrontational client service environment. WHS strategies are in place to ensure services are effectively delivered and employees' safety and wellbeing is of the highest priority.

Staff must carry out their duties in a manner which does not adversely affect their own health and safety.

The Tasmanian Aboriginal Corporation is a smoke-free work environment. Smoking is prohibited throughout the Tasmanian Aboriginal Centre including motor vehicles.

Intrastate and interstate travel may be required.

The TAC provides a workplace immunisation program to minimise the risk of transmission of vaccine-preventable diseases between health workers and clients. Each employee is individually assessed for specific vaccines and has the ability to opt out. Where an employee opts out, reasonable steps will be implemented to minimise risk exposure.

---

