

Job description - Dietitian

Introduction

Newtown Nutrition is a private practice in Sydney's Inner West providing nutrition advice and support with individual counselling consultations.

Position

The position is 2 days (16hours) per week which may be split over additional days. The expectation is that the position will increase to additional days or Full Time as the dietitian's clinical practice builds.

The position will include clinical consultations as well as a significant marketing component initially, and some administrative tasks. As the dietitian's clinical practice builds the administrative component may be reduced accordingly.

The position will be reviewed three monthly to consider appropriate allocation of tasks and remuneration.

Training in office procedures, software, marketing and specific clinical areas (as required) will be provided to the successful applicant.

Key relationships

Internal

- Newtown Nutrition team members – including management, dietitians
- Reception staff

External

- Newtown Nutrition clients
- Referrers eg GPs, psychologists
- Marketing opportunities

Main purpose of role

- To provide individualised clinical consultations to individuals in your area of specialty
- Marketing
- Administration/office duties

Key Accountabilities

- Improving client health outcomes by contributing to the management of client-based nutrition services through:
 - Conducting wholistic nutritional assessments
 - Innovative & effective client education
 - Delivering effective services with authentic & genuine care
 - Liaising with clients' medical and healthcare team (eg GP, psychologist)
 - Developing strong client relationships and facilitating repeat patronage
- Maintaining highest standards of clinical care by

- Participating in continuing education to update skills and knowledge in order to provide optimum level of client care.
- Implementing quality management practices
- Deliver innovative, creative & practical nutrition/dietetic services
- Creating and updating client resources
- Commitment to supporting Newtown Nutrition sustainability
 - Building Newtown Nutrition customer base
 - Contributing to improving Newtown Nutrition services, including innovation in new areas of practise, and new revenue streams
 - Contributing to Newtown Nutrition's capacity to adapt and change
 - Maximise financial efficiency

Essential Criteria

- Bachelor of Science or Masters (or equivalent) in Nutrition and Dietetics.
- Member of Dietitian Association of Australia (DAA) with Provisional or Full APD (Accredited Practising Dietitian) status
- Excellent communication skills
- Demonstrated commitment to excellence in dietetic practice
- Demonstrated clinical skills
- Commitment to ongoing self-education
- An ethos of evidence based interventions
- Computer literacy
- Willingness to work afterhours (some evenings, weekends)
- Ability to follow protocols and procedures
- Ability and confidence to work alone
- Team player

Desirable

- Post graduate training in areas consistent with Nutrition and Dietetics
- An interest and acceptance of complementary therapies
- Computer literacy in patient management software (eg myPractice), Dietary Analysis software (eg Foodworks)
- Demonstrated dietetic expertise and leadership in private practice and/or clinical settings

Clinical areas

- The dietitian will be focus on working with clients within their own area of specialty
- The dietitian will also be expected to consult clients with general nutrition requirements including (but not limited to)
 - Weight loss
 - Diabetes
 - Cardiac health
 - Vegetarian

Marketing

The dietitian will be involved with marketing their own specialty services (with support from the

team) as well as the practice, Newtown Nutrition. This may include, but is not limited to, the following tasks

- Content for blog/email newsletters
- Social Media
- Online and Video promotion
- Marketing to GPs and allied health providers

Administrative tasks

The dietitian will be involved or responsible for some administrative tasks which may include, but is not limited to:

- Client payments
- Client bookings
- Email administration
- Basic accounts

Technical Competencies

- Perform wholistic client nutrition assessments by using standardised and informal assessment processes
- Provide high quality nutrition and dietetic services to individual clients
- Connect and liaise with clients to develop effective client-centred action plans/strategies that are grounded in whole-person health
- Co-ordinate client care with general practitioners, psychologists, other dietitians, exercise physiologists, pharmacists, and other health practitioners both within the centre and externally.
- Provide a consultancy service to external organisations as required
- Provide content for nutrition information (including materials) in client or group education programs, printed mediums and presentations.
- Provide content for marketing resources eg email newsletters, social networking
- Be able to work independently
- Administration duties, eg receive client payments

Behavioural Competencies

- Working with People
 - Supports and genuinely cares for others
 - Passionate about being of service to others
 - Demonstrates an interest in and understanding of others
 - Has a strong commitment to the team and builds team spirit
 - Recognises and rewards the contribution of others
 - Listens, consults others and communicates proactively
 - Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses
- Presenting and communicating information
 - Speaks clearly and fluently
 - Expresses opinions, information and key points clearly
 - Responds to the needs of clients and to their reactions and feedback
 - Projects credibility
- Delivering Results & Meeting Client Expectations
 - Focuses on client needs and exceeding their expectations
 - Sets high standards for quality
 - Monitors and maintains quality and productivity
 - Works in a systematic, methodical and orderly way

- Consistently achieves project goals
- Adhering to Principles & Values
 - Actively supports Newtown Nutrition's philosophy
 - Upholds ethics and values
 - Demonstrates integrity
 - Promotes and defends equal opportunities, builds diverse teams
 - Encourages organisational and individual responsibility towards the community and the environment
- Deciding and initiating action
 - Takes responsibility for actions, projects and people
 - Takes initiative, acts with confidence and works under own direction
 - Makes prompt, clear decisions which may involve tough choices or considered risks
 - Initiates and generates activity
- Analysing
 - Analyses numerical data, verbal data and all other sources of information
 - Breaks information into component parts, patterns and relationships
 - Probes for further information or greater understanding of a problem
 - Makes rational judgement from the available information and analysis
 - Produces workable solutions to a range of problems
 - Demonstrates an understanding of how one issue may be part of a much larger system
- Adapting and responding to change
 - Adapts to changing circumstances
 - Accepts new ideas and change initiatives
 - Adapts interpersonal style to suit different people or situations

Remuneration

- The position is part time dietitian at Newtown Nutrition
- The dietitian will be remunerated at a level relevant to your experience (based on the NSW Health Graduate award) for 2 days (16hours) per week
- The remunerated rate will be reviewed at 3 monthly intervals. When appropriate Key Performance Indicators have been achieved the rate will increase accordingly