

Job Description and Selection Criteria

Dietitian

VISION

To enrich the lives of everyone
in our community.

PURPOSE

To provide a caring community where every person
feels safe and has the freedom and choice to live
the life they desire.

R

RESILIENT

We have the strength to overcome challenges, learn from failures, and persist with hope and determination

E

ETHICAL

We act with fairness, integrity, and honesty, by acknowledging mistakes, respecting boundaries, and treating others with empathy.

S

SAFE

We uphold a SwanSafe way of working to ensure we provide an environment free of harm for everyone.

P

PROFESSIONAL

We interact with respect, dependability, and punctuality, ensuring clear communication, fairness and trust.

E

EMPOWERED

With ongoing support, training, and education, we grow into the best versions of ourselves.

C

COMPASSIONATE

We demonstrate courtesy, kindness, and understanding to everyone, consistently applying a person-centered approach in all that we do.

T

TRANSPARENT

Our collaborative approach fosters a workplace committed to being open, honest and approachable.

Location

Bentley Park

Reporting To

Clinical Operations Manager

Direct Reports

Nil

Award / Agreement

SwanCare Group Incorporated Health Services Union of Western Australia (HSUWA) Enterprise Agreement 2022

Normal Hours

As rostered

Position Objective

- To provide exceptional customer service to consumers, internal and external stakeholders.
- To support resident regarding nutrition and hydration.

Responsibilities

- Manage the food service software (Chefmax) by keeping recipes updated and calculating the nutrition values of meals served in SwanCare.
- Support the hospitality team on areas of dietary requirements, menu planning and meeting the aged care food service standards.
- Assist in developing different texture modified and general menu items in a cost-effective manner.
- Conduct food and/or nutrition-related audits and provide recommendations.
- Assist in food wastage monitoring where possible.
- Attend to referrals in a timely manner.
- Engage in clinical dietetics by performing clinical assessments, reviews, and advocate for the resident's nutritional care.
- Work in partnership with External Contracted Dietitian as indicated.
- Translate nutrition standards to food guidelines and policies that can be applied practically within food services.
- Understands the Aged Care Quality Standards.
- Provide education and training related to nutrition and improving nutritional care practices through various mediums and developing own evidence-based resources.
- Support & build external partnerships.
- Work across and support all areas of SwanCare i.e., Cafes, Village meals, and residential aged care in response to nutrition management.

Personal Development

- Maintains and develops professional knowledge and skills.
- Actively participates in professional associations and SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.

Acts in accordance with:

- Occupational Safety & Health Legislation, Standards and Codes of Practice; Australian Standards and other relevant information.
- Infection Control Standards and Health Department Guidelines.
- SwanCare Policies and Guidelines.
- The Aged Care Legislation and Principals.
- SwanCare Delegations Authority.

Corporate Values

- Actively promotes & develops the corporate values of the organisation.
- Acts in accordance with all relevant legislation, policies, principles, and procedures
- Participates in processes to monitor customer satisfaction throughout services delivered by the role

Work Health and Safety

- Accepts responsibility for own occupational health and safety requirements.
- Attends all mandatory education.
- Utilises Universal Precautions at all times.
- Reports all hazards, accidents, and incidents and completes the appropriate forms.
- Identifies and reports any practice/equipment which may reduce safety for staff or residents.
- Works in a safe manner, considering own safety and that of other staff members, residents, and visitors to SwanCare Group.
- Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
- Conducts safety audits when requested to do so.

Other

Other tasks may be assigned from time to time to meet the needs of the organisation and/or to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations.



Selection Criteria –Dietitian

Essential

- Qualifications in Dietetics and is a member of Dietitians Association of Australia as an Accredited Practicing Dietitian (APD).
- Commitment to excellence in customer service and exceeding customer satisfaction expectations.
- Experience in an aged care setting
- High level of written and verbal communication skills.
- Strong time management and organisational skills.
- Commitment to teamwork.
- Negotiation and conflict resolution skills.
- Strong computing skills in Microsoft suite of products including Word, Outlook, and Excel.
- National Police Certificate less than 6 months old.

Desirable:

- Master's degree in Dietetics

SIGNED as an agreement.

Employee

Date: _____

Manager

Date: _____

People & Culture

Date: _____

