



COMMUNITY DIETITIAN – 127R1-23-2
Community Health & Wellness, Six Nations Health Services
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **September 27, 2023** for the Community Dietitian with Community Health & Wellness team, with Six Nations Health Services. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Community Dietitian reports to and receives direct supervision from the Community Health and Wellness Program Manager, Community Health & Wellness Portfolio Lead. As well as Director of Health Services Six Nations of the Grand River Elected Council.

Type	Contract
Closing Date	September 27, 2023
Hours of Work	35 hours per week
Wage	\$67,000 to \$72,100 per annum

BASIC QUALIFICATIONS:

- Graduate of a Bachelor of Science in Nutritional Science with two years' experience.
- Must be registered with the College of Dietitians of Ontario.
- High level of computer skills – Microsoft Office, MS Word & Excel.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Alkiie Froman, HR Business Partner at 519-445-2223 ext 5727 or via email at HRBP2@sixnations.ca.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

COMMUNITY DIETITIAN – CONTRACT – 127R1-23-2

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario NOA 1M0



POSITION TITLE: **Community Dietitian**

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Team Supervisor, Community Health and Wellness, Six Nations of the Grand River Elected Council.

PURPOSE & SCOPE OF THE POSITION:

The role of the Community Dietitian is to share knowledge of nutrition and food skills with individuals and community organizations to promote well-being.

KEY DUTIES & RESPONSIBILITIES:

1. **TECHNICAL FUNCTIONS:**

- a) Intake and Assessment of clients:
 - Identification of issues and development of an appropriate plan of care using appropriate standardized and non-standardized tools
 - Maintaining client records in accordance with the College of Dietitians of Ontario guidelines and practice standards established by Six Nations Health Services for documentation in the Electronic Medical Record
 - Participate in clinical rounds and case conferences as required
- b) Developing and implementing community client service plans to community members as required by:
 - Working with the Team Supervisor, Community Health and Wellness to determine case priority
 - Appropriate use of dietetic interventions based on evidence informed practice and practice standards established by the College of Dietitians of Ontario
 - Participate in program development and accreditation activities
 - Participate in the discharge planning, development and implementation of client care plans, and client assessments as needed
 - Documentation in electronic medical record on a daily basis in accordance with the policies and procedures established by Six Nations Health Services
- c) Develop and implement community nutrition programs
 - Assists community agencies in developing and implementing wellness programs
 - Provides educational experiences for community agencies as requested
- d) Provides clinical support and supervision to other staff of Health Promotion & Nutrition

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Services

- Ensures materials developed by non-regulated health promotion workers are accurate based on best evidence
 - Supports the non-regulated health promotion workers when developing cooking classes
 - Support and guide the non-regulated health promotion workers to develop and implement the In-School Education Program and ensure that the content is appropriate and accurate
- e) Supports the dietetic service at the Jay Silverheels Complex (JSC)
- Develops, implements and evaluates the nutrition care plans for JSC residents
 - Develops and reviews seasonal menus for JSC
 - Supports the staff at JSC with any food preparation, storage, food handling or food safety concerns
 - Ensures that individual needs are considered as required
- f) Utilizes culturally appropriate, evidence informed practice principles throughout care
- g) Complies with established safety precautions and standards, infection control procedures and aseptic and isolation techniques

2. COMMUNICATIONS FUNCTIONS:

- a) Maintaining/reviewing assigned case files (case management) by:
- Ensuring actual work performed is duly documented and placed in the electronic medical record
 - Assisting in the development and maintenance of dietetic service standards
 - Ensuring client's safety and comfort while performing duties
- b) Attends staff meetings for Health Promotion and Nutrition Services
- c) Employs appropriate communication skills when interacting with clients, families and other staff
- d) Attends case conferences and clinical rounds and provides input in order to coordinate care and optimize client outcomes
- e) Communicates regularly with the staff and supervisor of the Jay Silverheels Complex
- f) Attends Personal Support Worker staff meetings
- g) Follows procedures for reporting hazardous conditions, equipment and incidents
- h) Ensures privacy is maintained in accordance with relevant regulations
- i) Provides appropriate advocacy for clients and families when necessary
- j) Communicates regularly with the Team Supervisor, Community Health and Wellness.

3. ADMINISTRATIVE FUNCTIONS:

- a) Planning weekly itinerary and completing monthly work reports and statistics
- Follow established reporting procedures as laid out by the program
 - Complete necessary monthly report forms and ensure relevant statistics are maintained as required

- Review nutrition services policy and procedure manual, work plans and job descriptions annually
 - Coordinate and schedule clinical activities
- b) Support the program development and evaluation process of the non-regulated health promotion workers
- Follow established reporting procedure as laid out by the program
 - Review the monthly report forms and ensure relevant statistics are maintained as required
 - Review health promotion policy and procedures manual, work plans and job descriptions annually
 - Coordinate health promotion activities with the support of the Team Supervisor, Community Health and Wellness

4. OTHER FUNCTIONS:

- a) Other duties as assigned or deemed necessary as it relates to the position.
- b) Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency measures Plan and assistance as instructed by the Director of health Services.
- c) It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office sessions.

WORKING RELATIONSHIPS:

With the Team Supervisor, Community Health and Wellness

Receives direction, guidance, encouragement; discusses plans and priorities.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, cooperative positive and proactive manner, provides information and advice.

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KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of a Bachelor's of Science in Nutritional Science with two years' experience
- Must be registered with the College of Dietitians of Ontario
- High level of computer skills – Microsoft Office, MS Word & Excel.

Other Related Skills:

- Familiar with the Six Nations community and services available in the area
- Relate effectively with clients of all ages and their families/caregivers
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of confidentiality. Ability to work with tact and discretion.
- Member of Dietitians of Canada

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Health Committee, Six Nations of the Grand River Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Health Services Department and other legislation provided by the respective government.