

## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Public Health Dietitian	<b>DIVISION:</b>	Health Promotion Division
<b>REPORTS TO:</b>	Manager, Family and School Health	<b>UNION AFFILIATION:</b>	Non-union
<b>REVIEWED:</b> <b>Direct Supervisor</b>	Manager, Family and School Health	<b>DATE: (R) if revised</b>	June 5, 2014
<b>APPROVED:</b> <b>MOH/CEO, Director</b>	Director, Health Promotion	<b>DATE:</b>	June 5, 2014
<b>AUDITED:</b>	February 28, 2007	<b>DATE:</b>	June 5, 2014

### ***POSITION SUMMARY:***

The Public Health Dietitian applies a comprehensive population health approach to plan, develop, implement, promote and evaluate details of services and activities of nutrition programs based on current research and identified community needs. The dietitian applies various strategies such as education, consultation, community needs assessment and analysis, and development and implementation of healthy public policy. He/she works collaboratively with the Public Health Nutritionist and other health unit staff, coalitions/committees, professionals, and agencies to achieve the objectives of Mandatory Health Programs and Services Guidelines.

### ***DUTIES AND RESPONSIBILITIES:***

#### ***Program:***

- Represents the Thunder Bay District Health Unit in a manner which promotes the mission, value, standards and philosophy of the organization.
- Participates in details of program planning, implementation and evaluation, using a population health approach to address the needs of community settings and groups.
- Provides expert advise, technical consultation and continuing nutrition education for professionals to allow them to effectively use nutrition information in their work.
- Ensures the delivery of direct nutrition service to the public/community through the development, implementation, promotion and evaluation of nutrition education and skills development programs, campaigns and policies, including workshops, media and in-person and telephone consultation and referrals.
- Uses a variety of health promotion strategies such as advocacy for healthy public policy and food access, social marketing campaigns, community capacity building, health education and skill building.

- Liaises with relevant community groups, agencies, and individuals to identify nutrition needs of the community. In conjunction with the nutrition team and manager, develops action plans to meet those needs.
- Implements community based nutrition programs targeted to needs of the community and current evidence.
- Uses available resources to systematically evaluate the availability, acceptability, quality, efficiency, and effectiveness of program practices.
- Responds to media inquiries as requested.

***Administrative:***

- Maintains documentation, keeps records, and updates program plans as needed.
- Assists the Public Health Nutritionist in working towards quality assurance in Nutrition programs.
- Works with the Public Health Nutritionist to prepare annual program plans and budget, board of health briefs, and annual reports.
- Provides nutrition consultation and guidance to assigned volunteers, dietetic interns and new staff.
- Participates in relevant Health Unit Project Teams as required.
- Maintains professional competence by participation in professional development programs and by individual self-directed study.
- Acts in accordance with the organizational policies and procedures of the TBDHU.

***Skills:***

- Strong group presentation and facilitation skills adaptable to the needs and level of the target audience
- Excellent organizational, interpersonal and communications skills (both oral and written)
- Demonstrated skills and ability in needs assessment, education, counseling, program planning and evaluation
- A working knowledge of Microsoft Word, Excel, Outlook, PowerPoint and website content development
- Demonstrated ability to function independently, facilitate community partnerships, and work well within a multidisciplinary team
- Understanding of the social, economic, cultural and environmental determinants as related to public health nutrition.

**QUALIFICATIONS / REQUIREMENTS:**

- A Bachelor of Science degree in Applied Human Nutrition or equivalent from a university offering an accredited dietetic education program
- Current registration in good standing with the College of Dietitians of Ontario (under Regulated Health Professions Act, 1991). Member of Dietitians of Canada preferred
- Community Nutrition experience in the area of child and family health is an asset (at least two years preferred)
- May be required to work irregular hours
- Valid Ontario driver's license and the use of a personal vehicle
- Willingness to travel

**OCCUPATIONAL HEALTH AND SAFETY:**

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.