



Position Description

Position Title	Dietitian
Division / Team	Client Services / Allied Health
Reports to	Allied Health Manager
Agreement / Award	Victorian Community Health Sector (Audiologists, Dietitians, Pharmacists & Psychologists) Multiemployer Enterprise Agreement 2023 -2026
Classification	Dietitian, Grade 2
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	February 2026

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable.

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary

The position involves the provision of dietetics to clients of Ballarat Community using a self-management approach assisting individuals, groups and communities to attain, maintain and promote health through improved nutrition.

The dietitian will actively work within the Seniors Lifestyle Program which focuses on improving functional capacity, enhancing wellbeing, and promoting independence for those who are experiencing mild to moderate frailty. Operating under a wellness and reablement model, the dietitian provides; engagement, coaching and integrated care collaboration within the senior's team which includes being an active participant in team huddles to support coordinated care, risk identification and timely decision-making.

In addition to the Seniors Lifestyle Program, the Dietitian works across all Community Health Programs. They support individuals, groups and the community to maintain and improve health through better nutrition.

The Dietitian provides nutrition assessments, nutrition support and education, and contributes to case management. They also supervise nutrition and dietetics students.

The Dietitian supports prevention and health promotion activities across the community, this includes helping with screening activities and supporting education and group programs in partnership with other community-based health services.

The Dietitian will have the necessary skills and qualifications to provide menu reviews in line with the Aged Care Quality Standards for Nazareth Care Ballarat, and liaise with key stakeholders such as managers, GP's, catering staff, allied health, and nursing staff as required. The Dietitian will be required to engage in quality improvement projects for Nazareth Care in line with the Strengthened Aged Care Quality Standards.

Principal Areas of Responsibility

- Provide nutrition assessments, education and management strategies that address clients' holistic and nutritional needs.
- Apply self-management principles across all areas of practice to support independence and confidence.
- Support clients with chronic and/or complex health needs through clinical decision-making, health coaching and advocacy.
- Plan, deliver and evaluate individual and group nutrition education and intervention programs.
- Promote and support self-management programs and support groups as effective strategies to maintain health and prevent decline.
- Work as part of the Seniors Lifestyle Program, contributing to improved functional capacity, wellbeing and independence for older people experiencing frailty. This role will work closely with and take direction from the Seniors Lifestyle Program Team Lead
- Actively participate in clinical and non-clinical team huddles to support communication, coordinated care, risk identification and timely decision-making.
- Facilitate collaboration with the multidisciplinary team, general practitioners (GPs) and other health professionals.
- Contribute to research, quality improvement activities and service reviews to enhance practice standards, innovation, and operational effectiveness.
- Develop nutrition resources for use by health professionals, community members and community health organisations.
- Ensure timely, accurate and professional documentation of all client activity.
- Maintain accurate client records, statistical data, and reporting requirements as directed, ensuring information is current, confidential and compliant with BCH policies and procedures.

- Contribute to the planning, delivery and evaluation of activities aligned with the Integrated Health Promotion Plan.
- Engage with external stakeholders to support regional nutrition priorities.
- Provide dietetic services to Nazareth Care Ballarat, including working as a sole practitioner as required.
- Complete menu reviews and deliver food service dietetics and nutrition education in line with Aged Care Quality Standards.
- Develop and present evidence-based nutrition education for food services and nursing staff at Nazareth Care.
- Provide mentoring to Grade 1 dietitians and supervise Nutrition and Dietetics students as directed by the Allied Health Manager

Scope

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- Practice in accordance with organisational policies, professional standards, and the direction of management and clinical leadership, seeking guidance and escalation for matters outside the usual scope of practice or level of expertise.
 - Deliver services consistent with the requirements of relevant professional registration and accreditation bodies, including Dietitians Australia.
 - Maintain current Accredited Practising Dietitian (APD) status and comply with all ongoing credentialing and competency requirements.
 - Practice in accordance with the Dietitians Australia Code of Professional Conduct and Ethical Practice, ensuring ethical, safe, and client-centred care at all times.
 - Participate in continuing professional development to maintain and enhance clinical competence, ensuring practice remains evidence-based and aligned with contemporary standards.
 - Maintain required competencies to facilitate accredited and structured group programs in line with organisational and funding requirements.

Organisational Responsibilities

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- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
 - Participate in compulsory BCH training programs
 - Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities

Qualification and Immunisation requirements

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- Tertiary qualification in Dietetics recognised by Dietitians Australia, with current Accredited Practising Dietitian (APD) status or eligibility for accreditation.
 - Refer to BCH Staff Immunisation and Infectious Diseases Policy and Procedure for recommended vaccinations.
 - Annual flu vaccinations are required when working in Residential Aged Care

**Key Selection
Criteria**

1. Experience:

- Demonstrated understanding of nutrition principles relevant to community health and residential aged care settings.
- Experience in, and strong understanding of, early intervention approaches for people with chronic disease.
- Demonstrated ability to plan, implement and deliver appropriate group-based nutrition and health activities.
- Sound understanding of, and commitment to, the social model of health, including working with older people in the community.
- Demonstrated ability to engage with and navigate community-based services, support referral pathways and work collaboratively with stakeholders.
- Experience working in partnership with multidisciplinary teams, external providers and community organisations to support coordinated care.

2. Interpersonal Skills:

- Effective oral communication skills, including the ability to show empathy and patience towards clients and staff
- An existing network of professional contacts in the field would be advantageous
- Self-reliance and ability to work independently and innovatively with a multi-disciplinary team with regard to policy and protocol
- Strong written communication and report writing skills

3. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

4. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

5. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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**Conditions of
Employment and
other relevant
information**

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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