

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	<b>Dietitian (Mātangi Kai)</b>		
	<b>DIRECTORATE</b>	Support Service	<b>DEPARTMENT</b>	Nutrition & Food Service
	<b>REPORTING TO (operationally)</b>	Manager Nutrition & Food Service	<b>REPORTING TO (professionally)</b>	Professional lead
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the inpatient meal provision and Meals on Wheels meal service at Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>To ensure the standard inpatient menu meets nutritional standards</li> <li>To ensure the Meals on Wheels meal service complies with service specifications</li> <li>To ensure compliance with food control plan, reviewing and updating as required</li> <li>To support the daily operation of meal preparation, service and delivery</li> <li>To recognise, support and contribute to the delivery of the health sector vision, values and behaviours.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Food Service practice</b>			
	<ul style="list-style-type: none"> <li>Takes professional and organisational responsibility for managing a daily workload, independently making decisions regarding operational and dietetic issues.</li> <li>Utilises information available to prioritise work required for the service.</li> <li>Demonstrates effective communication to establish a strong team within the food service to maintain a positive team with clear goals and high performance.</li> <li>Provides advice, teaching and coaching to staff to strengthen the knowledge and expertise amongst the team.</li> <li>Demonstrates an awareness of health inequities, with evidence of implementing actions within food service.</li> <li>Demonstrates provision of culturally safe practice and a confident approach to partnership, protection and participation with patients / clients/tangata whaiora and their whānau</li> <li>Adheres to evidence-based research and best practice for dietetics and any relevant policies and practice guidelines.</li> <li>Identifies unmet needs of patients/clients/tangata whaiora and their whānau and identifies potential solutions to address these needs.</li> <li>Demonstrates an understanding of the roles and contributions of the interprofessional team (IPP) and multidisciplinary team (MDT).</li> <li>Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patients / clients/tangata whaiora care and maintaining service delivery.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Teaching &amp; Learning - Ako Atu, Ako Mai</b>			
	<ul style="list-style-type: none"> <li>Maintains competency to practice through identification of learning needs and Continuing Competency (CC) activities. This must comply with professional registration requirements.</li> <li>Contributes to training within the team/service.</li> <li>Supervises, coaches, educates and assesses the performance of dietetic students.</li> <li>Demonstrates the ability to critically evaluate research and apply to practice.</li> <li>Maintains an awareness of current developments in food service areas and make recommendations and implements changes in practice.</li> <li>Involved in the induction and training of newly appointed staff as required.</li> <li>Completes mandatory training as applicable for the role.</li> <li>Participates positively in an annual performance review and associated clinical assurance activities.</li> <li>Participates in regular professional supervision in line with the organisation's requirements and professional body.</li> <li>Provides mentoring and support and / or professional supervision where required.</li> <li>Role models Hawke's Bay Sector values and behaviours.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Leadership &amp; Management - Te Ārahi me te Whakahaere</b>			
	<ul style="list-style-type: none"> <li>Attends and contributes to relevant department team meetings, leading and facilitating such meetings as requested.</li> <li>Delegates work to kitchen assistants, cooks, team leader and clerical support as required in the role, ensuring that delegated tasks, documentation and communication is carried out.</li> <li>Maintains compliance with the Food Control Plan identifying alterations and updates.</li> </ul>			

KEY DELIVERABLES	Service Improvement & Research - Te Whakapai Ratonga me te Rangahau	
	<ul style="list-style-type: none"> <li>• Broadens research and development skills through participation in local audit and research projects as identified by colleagues, professional leaders or Advanced or Expert AH professionals.</li> <li>• Participates and leads quality improvement activities to develop and improve service delivery or professional standards.</li> <li>• Develops and /or participates in regional and national professional networks as appropriate to area of work.</li> <li>• Establishes working partnerships with external organisations to promote integrated working.</li> <li>• Practises in a way that utilises resources (including staffing) in the most cost-effective manner</li> <li>• Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.)</li> </ul>	
HEALTH & SAFETY RESPONSIBILITIES	<p><i>Te Whatu Ora - `Hawke's Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</i></p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>• Allied Health Professionals, Professional Leader &amp; Director of Allied Health</li> <li>• Te Wāhanga Hauora Māori Te Whatu Ora - `Hawke's Bay</li> <li>• Other teams relevant to supporting the Tangata Whaiora and whānau journey</li> </ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>• Client /patient/ tangata whaiora and their whānau</li> <li>• All other Health Providers</li> <li>• Suppliers</li> </ul>
DELEGATION AND DECISION	Contributes to the delivery of nutritional appropriate meals to the hospital population and community dwelling MOW recipients that are produced following the Food Control Plan	
HOURS OF WORK	64 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	In accordance with Public, Allied and Technical Health Employee's Multi Employer Collective Agreement (MECA) according to qualifications and experience pro-rated for hours worked.	
DATE	September 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	Responsible for working within the annual budget	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> <li>• Ensure smooth and effective pathway for tamariki / rangatahi / whānau /kaumata/kuia referred to the service to ensure barriers to services are reduced</li> <li>• Competent engaging and addressing cultural needs of the consumer and whānau</li> <li>• A strong emphasis on improving services &amp; reducing inequities for Māori whānau, hapū and iwi</li> <li>• Active participation in Food Service decision making including initiatives to strengthen interventions and engagement practices with Māori, (whānau, hapū and iwi) and integrating Māori models of healthcare</li> <li>• Able to solve routine problems and initiate seeking assistance to solve complex issues as they arise.</li> <li>• Working in a busy environment requiring robust organisation skills, time management and efficient communication skills.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Masters degree in nutrition & dietetics, or equivalent.
- NZ Registered Dietitian with current annual practicing certificate

### Experience

- Minimum of 1- 2 years practice.
- Food service experience applicable to role.

### Business / Technical Skills

- Proficiency in Microsoft Office, Word, i.e. (Outlook, Excel, PowerPoint, Internet resources and e-mail).
- Clean current full NZ driver's license

### Key Attributes

- Effective communication skills
- Ability to build rapport and constructive and effective relationships
- Positive attitude with problem solving focus
- Ability to contribute positively to the interprofessional team.
- Self-motivated in developing food service professional practice.

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively and respectfully with Māori consumers (patients/families/whanau) and staff
- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role: -

As per the Vaccination Status Guidelines May 2019

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination and COVID in accordance with current mandate

## DESIRABLE CRITERIA

- Member of Dietitians New Zealand – Professional Association



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA PARTNERSHIP**  
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.