



POSITION DESCRIPTION

POSITION TITLE: Dietitian – Menu Planning **DEPARTMENT:** Nutrition & Food Services
CLASSIFICATION: Dietitian **APPROVED BY:** Regional Lead – Human Resources
UNION: MGEU Professional Technical **DATE APPROVED:** November 26, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager – Nutrition & Food Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

Under the direction of the Manager – Nutrition & Food Services, the Dietitian – Menu Planning is responsible for a menu project – environmental scan, development, coordination, and plan for implementation of a regional menu within Southern Health-Santé Sud.

Through a collaborative process, the incumbent consults with the Manager - Nutrition & Food Services, Directors of Health Services, Leads – Nutrition & Food Services or Site Designates, Clinical Dietitians, Physicians, Clients as necessary; considers regional policies, processes, therapeutic diet/ legislative standard compliance and clinical nutrition partnerships to accomplish corporate goals and objectives.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Ensures clean and effective lines of communication are in place.
- Participates in the development of goals and objectives for a sustainable, regional menu(s).
- Identifies the utilization of material and human resources that impact the regional menu(s).
- Conducts, analyzes, reports data from the environmental scan – regional menu.
- Collaborates with people across the region to understand and determine menu needs.
- Develops and maintains functional relationships with other departments/programs.

- Promotes positive public relations.
- Investigates and researches potential revenue-generating prospects; standards, potential improvements to Nutrition & Food Services delivery and best practice guidelines to increase quality and efficiencies, pertaining to the regional menu(s).
- Considers menu management software program capabilities with regional menu.
- Instrumental in the development and planning of the patient/resident regional menu(s); considering Southern Health-Santé Sud cultural food preferences, Ellyn Satter's Hierarchy of Food Needs, therapeutic diet/legislative standard compliance, practice based evidence in nutrition, and ensuring a cost effective and sustainable food production.
- Creates a database of recipes for the region that will be used for the regional menu(s).
- Determines an appropriate communication and implementation plan for rollout of regional menu.
- Operationalizes Southern Health-Santé Sud Vision, Mission, and Values Statements.
- Promotes the quality dimensions of access, safety, effectiveness and satisfaction of the provision of Southern Health-Santé Sud Nutrition and Food Services.
- Informs the Manager - Nutrition & Food Services of progress through reports and as needed.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Environmental Scans of the project are completed.
2. Satisfaction surveys for all facilities are done and results analyzed.
3. Consultative meetings are conducted across the region as needed.
4. Actively collaborates with various teams at regional and site levels.
5. Draft Regional Menu is created considering feedback from all areas – PCH, Acute Care, Juxtaposed facilities.
6. Draft Regional Order Guide is created.
7. Communication and Rollout plan is created.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Bachelor degree with major in Nutrition Sciences.
- Registered with the College of Dietitians of Manitoba.
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to obtain within 1 month of hire.

KNOWLEDGE REQUIRED:

- Knowledge and understanding of therapeutic and modified texture diets.
- Proficiency in Microsoft Office Applications, Outlook/Email, Electronic Menu Management program and online training.

EXPERIENCE REQUIRED:

- Minimum (2) years relevant Nutrition & Food Service Management or Clinical Dietitian experience in health care or institutional food services setting.
- Minimum three (3) years' experience in a health care or institutional food services setting.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to take charge and initiate actions toward the achievement of goals.
- Demonstrated ability to understand and communicate the multiple components of an integrated system within a health delivery model.
- Demonstrated ability to create a wider understanding and advance regional health priorities and partnerships through communication process.
- Demonstrated ability to effectively interact with internal and external clients in a mutually respectful manner.
- Demonstrated ability to develop skills and knowledge in self and staff, based on learning and communicating best practices.
- Demonstrated ability to assess what the problems are, form a plan toward a solution of the problem(s) and initiate action necessary to resolve the problems in an adaptable, flexible and ethical manner.
- Demonstrated ability and knowledge of the internal structure, programs, services and external partnerships and understands how their position fits with Southern Health- Santé Sud organizational structure.
- Demonstrated ability to understand and adhere to the organizations values and standards of ethical behavior.
- Demonstrated ability to incorporate a keen sense of reality and fundamental decision making skills in order to decide in advance what needs to be done and how it is to be done.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.

- May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per MGEU Professional Technical Collective Agreement Salary Scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.