

Healthy Start for Mom & Me
Job Description: Community Dietitian

Summary: The Community Dietitian provides nutrition education and support to the Healthy Start teams at multiple sites in a facilitating capacity. Their areas of expertise are prenatal and postnatal nutrition, including breastfeeding and other infant feeding concerns. They also provide clinical dietetic counselling or referral to participants. Therefore, the position involves group, individual and community responsibilities. This is a Registered Dietitian role which requires maintenance of professional standards, registration requirements, and liability coverage. The Community Dietitian provides the 'face' to nutrition for the participant and the community; a friendly, respectful and resourceful personality is key to their success.

Reports to: Prenatal Coordinator /Registered Dietitian

Works closely with: Outreach workers, team members from other agencies, participants

Responsibilities:

| | |
|---|---|
| 1. Drop-in facilitation and support | <ul style="list-style-type: none"> • Involved with team in planning, facilitating program content & problem-solving at all assigned drop-in sites • Fills in as requested for absent dietitian at other sites • Assists in all aspects of site requirements including set-up, food preparation, clean-up and de-brief • Takes responsibility for nutrition-related activity, content, questions, etc. |
| 2. Participant outreach, support and follow-up | <ul style="list-style-type: none"> • Provides nutrition support to families and babies, both on-site at program and at home (or another location) as appropriate or requested • Ensures appropriate referrals and linkages to other community or medical resources • Documents these interactions • Discusses any particularly challenging situations with supervisor • Dispenses vitamins (prenatal & D drops) as appropriate; notifies participant's healthcare provider |
| 3. Development of resources and activities | <ul style="list-style-type: none"> • As needed, suggests, develops and/or refines activities that bring nutrition concepts alive in simple, engaging /interactive ways • Tests developed activities to ensure their usefulness and incorporates feedback into final product |
| 4. Food management, coordination | <ul style="list-style-type: none"> • Provides or ensures all food, snack and nutrition-related needs and activities are offered effectively at programs • Involved in planning drop-in snacks, shopping, ordering etc., including Meal Bag project • Searches out or develops recipes and menus appropriate to the goals, values, and participants of Healthy Start • Ensures highest possible food safety at all times. |
| 5. External outreach and promotion | <ul style="list-style-type: none"> • As requested approved, does public speaking on behalf of Healthy Start |
| 6. Paperwork / centralized information/ administration/ other tasks | <ul style="list-style-type: none"> • Undertakes nutrition assessments of participants and ensures this information is read and acted on where appropriate • Ensures nutrition-related information required by funders is collected, maintained appropriately and forwarded |

| | |
|--|--|
| | <ul style="list-style-type: none"> • With Prenatal Coordinator, ensures relevant nutrition information and resources are collected and shared • Writes reports as required • Maintains records that may assist program management (eg monitoring of costs, quantities, etc.) • Considers program effectiveness and values in all tasks • Takes rotation in cleaning the office, as do all staff |
| 7. Other nutrition-related activities, consultations, educational sessions | <ul style="list-style-type: none"> • Undertakes such extra activities as cooking events, guiding and involving nutrition students, responding to occasional requests for speaking or doing workshops, consults with others as requested by supervisor |

Position boundaries and limits

- Must consult with supervising dietitian concerning complex, urgent or difficult situations.
- Does not offer medical advice outside their area of dietetic expertise.
- The Community Dietitian is obliged to report observation or suspicion of child abuse or neglect to their supervisor; Healthy Start assists the staff person in how to tackle this type of issue with the family and related authorities.

Skills, experience and personal traits

- Must be a Registered Dietitian and/or eligible member of the College of Dietitians of Manitoba (and show proof) and Dietitians of Canada (an asset)
- Must carry professional liability insurance (and show proof)
- demonstrated experience with infant and family nutrition, including breastfeeding
- experience with marginalized populations
- understanding of adult education, community nutrition, empowering principles
- love of cooking, challenge, variety, problem-solving essential
- demonstrated empathy, non-judgmental approach, humour, approachability
- exceptional communication skills essential
- exceptional ability to get along with others
- understanding of related community resources and issues
- able to provide own car; valid driver's license
- reliable and punctual, with excellent work attitude and productivity

Other requirements

- Valid driver's license and third party vehicle liability insurance of 2 million (and show proof)
- Able to provide own reliable car
- Satisfactory Criminal record and Child abuse registry checks
- Food Handler's certificate
- Physical well-being to do the physical requirements of the job such as carrying supplies, shopping, lifting, setting up tables and chairs, etc

Working conditions

- Supportive and responsive environment with considerable autonomy
- High level of reliability, initiative, and productivity standards of individual staff members expected
- Open area office space
- Parking provided as possible
- 7.75-hour day; includes 45-minute lunch (unpaid)
- 3 weeks annual vacation in first five years (although short-term positions are different)
- If over-time hours are needed (rare), compensatory time is given (no over-time pay)
- Good benefits package (not applicable to term or some part-time staff)
- Orientation and training opportunities available
- No two days are the same!

Original job description May 1999; Revised March and November 2005; Revised September 2023