

## Job Title: Clinical Systems Specialist - Nutrition & Food Services

**Requisition ID:** 405823

**Position Number:** 20001025

**Posting End Date:** Open Until Filled

**City:** Winnipeg

**Employer:** Winnipeg Regional Health Authority

**Site:** WRHA Corporate - Regional Distribution Facility

**Department / Unit:** WRHA Nutrition & Food Services

**Job Stream:** Clinical Support

**Union:** EXEMPT

**Anticipated Start Date - End Date:** 07/06/2026 - Indefinite

**Reason for Term:** Maternity Leave

**FTE:** 1.00

**Anticipated Shift:** Days;Standby coverage as required;On call

**Work Arrangement:** In Person

**Daily Hours Worked:** 7.75

**Annual Base Hours:** 2015

Grow your career in the Winnipeg Health Region! Our team provides a spectrum of health care services through an integrated network of sites, services and organizations. We're united by a shared commitment to excellent and equitable health care.

### Position Overview

Incumbent is responsible for ensuring appropriate computerized nutrition support for clients of the Nutrition and Food Services (NFS) System. Provides healthcare facility operational support to ensure the efficient operation of CBORD software modules utilized by Nutrition and Food Services through the following responsibilities:

1. Participates in the implementation/maintenance of CBORD modules and other NFS computer programs.
2. Operation of Diet Office/Admin Clerk activities.
3. Quality Assurance.
4. Communication.
5. Education.
6. Professional Development.
7. Other.

### Experience

- Minimum of 5 years' progressive experience in clinical dietetics.
- Experience working in a computerized diet office environment, including a minimum of 2 years' experience with CBORD Diet Office Program.
- Experience using other computer software applications: Microsoft Office, word processing, spreadsheet, database, presentation software, email and the internet.

- Food service administration experience an asset.

## **Education (Degree/Diploma/Certificate)**

- Bachelor of Human Ecology, Foods and Nutrition Major (or equivalent).
- Dietetic internship at an accredited institution.
- An equivalent combination of education and experience as deemed recognized by Nutrition and Food Services may be considered.

### **SPECIAL TRAINING:**

- CBORD training.

## **Certification/Licensure/Registration**

- College of Dietitians of Manitoba Association of Registered Dietitians in good standing.
- Maintains continuing education points as specified and monitored by the College.
- Active member of Dietitians of Canada recommended.

## **Qualifications and Skills**

- Demonstrates leadership.
- Ability to participate and contribute to a team environment.
- Demonstrates critical analysis.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Effective verbal and written communication skills.
- Independent work practices.
- Initiative and flexibility.

## **Physical Requirements**

- Must be able to work under stress and time constraints.
- Physical environment involves office and healthcare facilities as required.

**This term position may end earlier as outlined in your employee handbook.**

**This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.**

Please note that an employee is not permitted to hold two or more positions across the WRHA legal entity that combine to equal more than 1.0 EFT. The WRHA legal entity includes Churchill Health Centre, Deer Lodge Centre, Golden Door Geriatric Centre, Golden West Centennial Lodge, Grace Hospital, Middlechurch Home of Winnipeg, Pan Am Clinic, River Park Gardens, Victoria General Hospital, WRHA corporate programs, and WRHA community health services.

Interviewed candidates may be called upon to participate in a skills assessment.

Any application received after the closing time will not be included in the competition.

We welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Manitoba healthcare employers, in partnership with the Indigenous community, are committed to increasing the representation of Indigenous People within all levels of our workforce. Indigenous applicants are encouraged to apply and to voluntarily self-identify as being of Indigenous descent in their cover letter/application.