

Dietetic Assistant

Role Description

DIVISION / MATER MINISTRY	Mater Health
LOCATION	Newstead and South Brisbane
REPORTING RELATIONSHIPS	Reports to: Manager Nutrition and Dietetics
LEVEL OF ACCOUNTABILITY	Team Member
SALARY	OO3
EMPLOYMENT STATUS	Enterprise Agreement - OO
TRAVEL REQUIREMENTS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If required <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Infrequently
EMPLOYMENT CONDITIONS	<input checked="" type="checkbox"/> Vaccination Category 1A
DATE CREATED	February 2023

POSITION SUMMARY

- To perform the Dietetic Assistant functions of all hospitals of Mater Group Brisbane
- To provide clinical support to the Dietitian/Nutritionists
- To maintain policies and procedures relevant to the work unit area and hospitals and consistent with the mission, values and relevant legislation and government guidelines

ORGANISATIONAL OVERVIEW

Mater is Queensland's largest and most innovative not-for-profit healthcare service, providing care for almost 700,000 patients a year across a network of 11 hospitals. We are a leader in healthcare, education and research — and that's because we employ exceptional people.

Delivering quality, compassionate care, in line with Mater's Mission and Values, we are an employer of choice, committed to enabling our people with the supports they need to deliver a world-class service for our patients. They are at the heart of what we do, and we recognise they are what differentiates the Mater experience within our community.

MISSION, VISION, AND VALUES

We are our Mission. For more than a century, we have existed to respond to unmet community need; to provide compassionate care to those who need it most. Our Mission, Vision and Values are our constant guide to make appropriate decisions for

a sustainable, socially relevant service that is genuinely committed to the delivery of a healthy community for everyone.

All Mater team members are required to adhere to relevant professional standards and the Mater behavioural standards, including those that support the Mater Mission, Vision, and Values, and promote an ethical environment in accordance with the Code of Conduct. In doing so, it is expected team members will hold both themselves and others to account for these standards, with a focus on maintaining the quality and safety of services in which we provide across the state.

Our mission

We serve together to bring God's mercy to our communities through compassionate, transforming, healing ministries

Our vision

To empower people to live better lives through improved health and wellbeing

Our values



We honour and promote the dignity of human life and of all creation



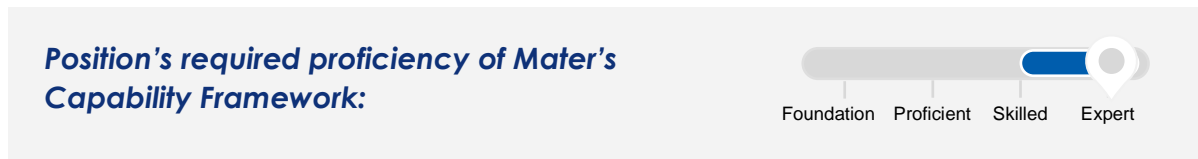
We act with compassion and integrity



We strive for excellence

ORGANISATIONAL ALIGNMENT

The Mater Capability Framework consists of six core capability groups, which encompass the individual capabilities and behaviours essential to driving performance excellence across our organisation: Personal Attributes, Build Relationships, Results Focused, Mission Drivers, Business Enablers, and Leadership and People Management. Each Mater team member is accountable for consistently performing, promoting and developing the capabilities and behaviours within the Capability Framework - as individuals and as a team.



Our six core capability groups

Leading self -

 Personal Attributes	Individual behaviours influenced by our values and ethical compass
 Build Relationships	Shape and maximise relationships with colleagues, patients and the community
 Results Focused	Drive and influence successful organisational outcomes
 Mission Driven	We serve together to bring God's mercy to our communities through compassionate, transforming, healing ministries

Leading others -

 Business Enablers	Boost effective service delivery and champion change management
 Leadership & People Management	Inspire, engage and develop our people

KEY PERFORMANCE REQUIREMENTS

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater strategy, described in the table below. Each Mater Person is held accountable for their own behaviour, performance and development, and for contribution to the strategic objectives and priorities. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability. This role is responsible for fulfilling the following accountabilities.

Position-specific responsibilities

Clinical outcomes

- To deliver clinical nutrition and dietetic support services to patients under the direction of more senior staff within Nutrition and Dietetics.
- To assist the Dietitians in the clinical implementation and daily management of patient nutrition care plans

Service and operational outcomes

- To be directly responsible for the daily production, storage and delivery of formula milk in line with hospital procedures
- To interpret data from relevant databases into meaningful information to generate appropriate feed production
- To receive, store, track and dispense expressed breast milk, pasteurised donor human milk and human milk for donation as per hospital procedures
- To conduct malnutrition screening and related assessment processes

Compliance and risk

- To monitor compliance and accuracy of food and nutritional supplements and formula milk to ensure that nutrition care plans are met

Interprofessional leadership

- To participate and attend departmental meetings, relevant professional development activities and mandatory education and quality activities

Performance and accountability

- To manage relevant clinical documentation

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• Reports to Manager Nutrition and Dietetics• Works closely with Specialist Clinical Dietitian	<ul style="list-style-type: none">• Universities and professional colleges• Professional bodies• Government, non-government and statutory agencies• Internal and external auditors• Represent the organisation in appropriate external forums and groups as appropriate• Other key external stakeholders and bodies as appropriate

SELECTION CRITERIA

Qualifications

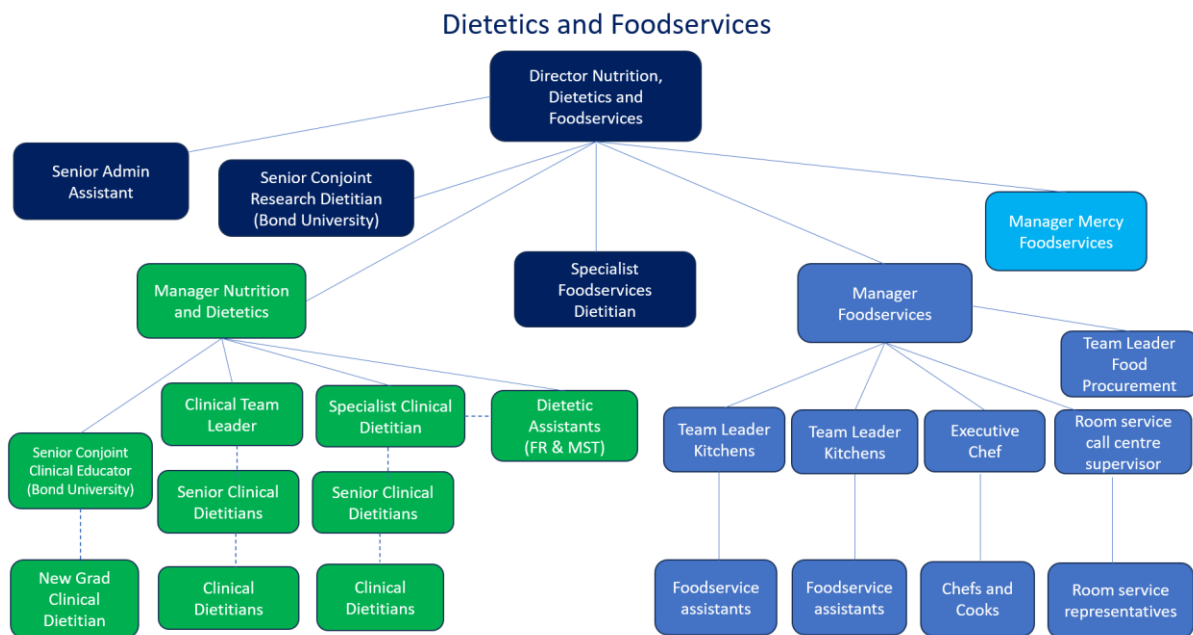
Desirable

- Previous experience conducting malnutrition screening with hospital inpatients.
- Possession of, or commitment to obtaining Certificate IV, Allied Health Assistance (Nutrition & Dietetic Assistance), including competency in formula preparation.
- Previous experience working in a hospital formula preparation room

Skills, knowledge and experience

- High level literacy and numeracy skills
- Sound computer skills.

THE POSITION WITHIN OUR ORGANISATIONAL STRUCTURE



WHY WORK FOR US?

We offer salary packaging, career progression, flexible working hours and leading training and skills development.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive; where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage all applications.