

Position Description

Position Title	Team Lead / Dietitian, Primary Health
Location	Dubbo
Reports to	Group Manager, Primary Health
Hours	75 hours per fortnight
Conditions of Employment:	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Position Description • Working with Children • Letter of Offer
Incumbent	Vacant
Contract Period:	As per employment contract

Purpose of the Role

The role of Team Lead/Dietitian, Primary Health has responsibility for managing staff and programs within the Primary Health portfolio which may include: chronic disease management and prevention programs; research programs; and NDIS and commercial work. The role also has a clinical dietetic workload.

Key Relationships

The Team Lead/Dietitian, Primary Health reports directly to the Group Manager, Primary Health and is a member of the Primary Health Portfolio. The role manages delegated members of the Primary Health Team, including clinicians under chronic disease management and prevention programs. Externally, the Team Lead/Dietitian will work closely with other organisations and relevant stakeholders; particularly GP practices, ACCHOs, research institutes and consumers.

Position Responsibilities

Leadership and Management:

- Manage and support Dietitians to deliver services under the Primary Health portfolio, including clinical and operational supervision, acting as a point of escalation, managing risk, and monitoring and managing performance.
- Communicate, promote and progress Marathon Health's vision, mission and strategic plan.
- Engage local community stakeholders, including but not limited to general practice, NSW Health, Aboriginal controlled health services and specialist service providers, in all areas of service and where appropriate, collaborate in a partnership approach for the delivery of primary health services.
- Support the integration of new business into the Primary Health portfolio.

Program Delivery

- Manage all aspects of delegated Primary Health programs to ensure they meet needs and KPIs/contract deliverables, including: resource management, risk management, service improvement and reporting obligations.
- With support from the Group Manager, Primary Health and the Finance Team, manage delegated program budgets.
- Manage team expenses within delegation limits.

Clinical Responsibilities

- Manage the clinical governance of primary health service delivery for delegated programs
- Provide a diverse range of quality dietetic clinical services, including group and individual consultations to a variety of population groups both locally and through an outreach model.
- Provide person-centred and goal directed supports to NDIS participants (children and adults) as underpinned by the NDIS price guide and suitability guide for scope of practice for Dietetics.
- Compliance with the Dietetics Code of Ethics and Code of Professional Conduct and Scope of Practice, including compliance with client confidentiality
- Support capacity building opportunities with other staff and student Dietitians including through the coordination and/or facilitation of peer and multi-disciplinary clinical supervision sessions.

Performance, Quality and Evaluation

- Complete project scoping/risk management documents for delegated primary health programs, and manage any risks identified.
- Complete the clinical governance and cultural safety framework documentation and implement service improvements in order to enhance the clinical governance of primary health programs.
- Evaluate the quality and effectiveness of primary health services using Quadruple Aim performance measures;
- Work with staff to implement standardised reporting tools and produce reports on clinical services that demonstrate the impact of primary health programs delivered.
- Co-ordinate and expand new models of service delivery and models of care specific to identified primary health programs;
- Work with external stakeholders to develop business opportunities for Dietetics and Diabetes Education under NDIS and other fee for service streams.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity and Loyalty – be real
- C**ollaboration and Creativity – make connections
- A**chievement and Pride – be proud
- R**espect – demonstrate equality
- E**mpathy – open compassion

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.
- Participate in Supervision

Special Job Requirements

Screening including criminal history, working with children check (if undertaking child-related work), qualifications, and professional registration may be undertaken prior to commencing employment.

2. Eligibility to work in Australia.
3. Valid Driver Licence.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Selection Criteria

Essential

- Current registration as an Accredited Practicing Dietitian with DAA
- Excellent leadership skills with experience in both program and team management.
- Strong experience within the health sector accompanied by a sound understanding of clinical governance.
- Demonstrated ability to work within the primary health care sector including experience in engaging both internal and external community stakeholders for program delivery.
- Well-developed time management and organisational skills and an ability to design and implement new and/or improved systems and processes.
- Excellent problem-solving skills and an ability to think innovatively with program design and delivery.

Desirable

- Experience in completing research programs
- Additional qualifications in health management.
- Experience in managing remotely located and/or contracted staff.