



MATER MISERCORDIAE HEALTH SERVICES SOUTH BRISBANE

POSITION DESCRIPTION

NUTRITION ASSISTANT MATER HEALTH SERVICES

Position Number:

Review Date: September 2010

PURPOSE OF THE POSITION:

To perform the Nutrition Assistant functions of all hospitals of MHS including MAH, MCH, MMH, MCPH, MMPH, MPH and MPH – ARC.

To provide clinical support to the Dietitian/Nutritionist

To maintain Nutrition Assistants and Food Service policies and procedures relevant to the hospitals and consistent with the mission, values and relevant legislation and government guidelines.

SCOPE OF POSITION:

N/A

REPORTING RELATIONSHIP:

Operationally through Senior Nutrition Assistant to Director of Nutrition and Dietetics.

OCCUPATIONAL CATEGORY AND LEVEL

Operational stream 003.1 casual

HOURS: as required

AUTHORITY:

N/A

RESPONSIBILITIES:

1. Promote the philosophy of health care and the values of the Congregation of the Sisters of Mercy.
2. To distribute, collect and collate general and diet menus on a daily basis.
3. Assist patients in choosing menu items consistent with dietary and therapeutic diet guidelines and food service procedures and regulations.
4. Adjust menus for patients on modified therapeutic diets on direction by Dietitians/ Nursing staff / Speech Pathologists, according to guidelines set by the Dietitians.
5. Assist the Dietitians in the clinical implementation and daily management of patients' nutritional care plans.

6. Check trays on the central plating line for accuracy.
7. Interpret information from Trendcare into meaningful information for Food Service to generate appropriate type and number of meals.
8. Conduct Nutrition Screening and support Dietitians in accordance with Department of Nutrition and Dietetics policy.
9. Participate and attend departmental meetings, relevant professional development activities and mandatory education and quality activities.
10. To comply with Human Resource Management issues including workplace health and safety, employment equity and anti-discrimination as applied in the working environment.

MANDATORY CRITERIA

1. Possession of or in the process of obtaining Certificate Three - Health Service Assistant – Nutrition Assistant

SELECTION CRITERIA

1. Demonstrated flexibility and ability to work independently and as part of a team
2. Demonstrated understanding of the different diet requirements of patient groups within the Mater Health Services and ability to adjust and modify menus accordingly.
3. High level interpersonal and communication skills to liaise with:
 - Patients
 - Dietitian- Nutritionists
 - Speech Pathologists
 - Nutrition Assistants
 - Food Services staff
 - Nursing staff
4. Basic computer skills including elementary keyboard knowledge
5. Ability to acquire knowledge of Trendcare patient meal information system and other systems as required.
6. High level literacy and numeracy skills.
7. Willingness to gain knowledge of Food Service procedures and regulations as detailed in the Food Service policy and procedure manuals.

ORGANISATIONAL CHART



