

JOB DESCRIPTION

JOB TITLE:	Regional Nutritionist
GRADE:	HPC/ND 5
DIVISION:	Technical Services
DEPARTMENT:	Primary Care
REPORTS TO:	Regional Technical Director
MANAGES:	Parish Nutritionists and Assistant Nutritionists

JOB PURPOSE: Under the general direction of the Regional Technical Director and in consultation with the Director, Nutrition Unit, Ministry of Health, this position plans, organizes, supervises and evaluates nutrition programmes for the Health Region to ensure achievement of the Ministry of Health's national and regional goals.

This class is distinguished from that of the Parish Nutritionist in that the Regional Nutritionist develops programmes for the Region which are implemented in each parish by the Parish Nutritionist and the Assistant Nutritionist.

KEY OUTPUTS:

1. Operational Plan
2. Budget
3. Technical advice
4. Policy recommendations

KEY RESPONSIBILITIES

Management and Administrative

- Assesses regional needs and programme trends in Nutrition;
- Establishes regional priorities as identified by Nutrition Unit, Ministry of Health and seeks cooperation and support for the programme;
- Participates in the planning and implementation of policies and procedures;
- Prepares annual estimates for projected Nutrition Programmes in the region;
- Submits written plans and budgets annually to the Region and the Director, Nutrition Unit for inclusion in the overall budget;
- Reviews plans periodically and makes all necessary adjustments to meet internal and external conditions;

- Provides the supervision and coordination needed to ensure that regional programmes and projects are working effectively towards attainment of objectives;
- Establishes procedures for periodic reports and statistics which provide information on the number of programmes being pursued, those in the planning stages and the approximate number of recipients;
- Coordinates at the regional level the activities of the respective parishes;
- Visits parishes regularly to ensure that planned programmes are being coordinated and implemented as planned;
- Establishes and maintains effective intra and interdepartmental communications by participating in the Ministry's/Region's administrative meetings and conferences and by conducting monthly staff meetings to ensure that all nutrition staff are kept informed of the Region/Ministry and departmental plans, policy updates, personnel changes, where appropriate.

Technical

- Investigates the nutritional problems in the region;
- Prepares goals and objectives for the Regional Nutrition Programme, and in collaboration with Parish Nutritionists and Assistant Nutritionists, develop the general strategy to be followed in attaining predetermined objectives;
- Devise innovative relevant programmes to alleviate the problems
- Analyze and interpret data in collaboration with Programme Development Officer Nutrition and other stakeholders
- Delegates to Nutritionist and Assistant Nutritionist authority commensurate with responsibility to carry out approved plans.
- Attends and participates in seminars, workshops, meetings on changing trends in nutrition
- Initiates development criteria and procedures for the evaluation of nutrition programmes
- Reviews of operational reports
- Recommends improvements and monitors progress.
- Provides consultative services for public welfare agencies and organizations
- Assists in formulation of nutrition programmes
- Advises programme administrators on implementation of programmes
- Advises foodservice personnel in Day Care centers, school cafeterias, infirmaries, prisons and other institutions on appropriate nutrition standards when requested.

- Recommends types of supplementary foods to be used in day care centers, children's home, infirmaries and prisons.

Research

- Maintains current knowledge of research relating to the practice of Nutrition
- Participates in nutritional research projects to assess effectiveness of nutrition education and intervention programmes
- Analyzes and interprets research data in collaboration with the Nutrition and Research Units of the Ministry of Health or other participating agencies
- Develops evaluation criteria and procedures for nutrition programmes

Clinical

- Assesses the nutritional status and needs of individuals and/or groups as required to ensure that targets are met.
 - Collects and analyze nutritionally relevant data
 - Analyzes and summarize patients nutrition needs
 - Formulates nutrition diagnosis
 - Documents assessment and care plans in medical records
 - Develops patient education material and educate/counsel patients and or significant others.
 - Monitors and evaluates nutrition care outcome for individual patient and document in medical records.
- Provides nutrition related expertise to other members of the Health Care Team.

Human Resource Management

- Directs and coordinates activities of Nutrition staff
- Monitors and evaluates the performance of staff, prepares performance appraisals and recommends corrective action where necessary to improve performance.
- Determines the human resource requirements, utilization and the training needs for nutrition service within the region.
 - Facilitates the training of students of Nutrition & Dietetics either through the

didactic training, externship or Internship programmes

- Ensures by liaison with HRD that there are adequate trained staff members to provide coverage in parishes to implement programmes.
- Plans in collaboration with the Training and Education Nutritionist in the Nutrition Unit, Ministry of Health pre-service & in-service education programmes in Nutrition for Professional and Allied Health staff in the Region, determining training needs and conducting sessions as required.
- Plans and coordinates effective staff orientation.

Other

- Performs other related duties as assigned by the Regional Technical Director

PERFORMANCE STANDARDS

1. Advice given is technically sound
2. Agreed objectives have been achieved within the stipulated time.
3. Reports are accurate and delivered within agreed timeframes
4. Norms and Standards for nutritional services in the public sector are adhered to
5. Systems are implemented for monitoring nutritional status and trends in the Region

REQUIRED COMPETENCIES

No.	Functional/Technical Competencies
1	Leadership skills
2	Ability to establish and maintain professional standards and maintain satisfactory working relationships
3	In depth knowledge of new developments and trends in nutrition
4	In depth knowledge of the impact of the local socio-economic factors and their impact on nutrition and health

No.	Core Competencies
1	Good human relations and interpersonal skills
2	Good oral and written communication skills
3	Ability to plan, organize and evaluate nutrition programmes

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCES

- Masters Degree in Nutrition
- Bachelors Degree in a Health Related Science/ Nutrition & Dietetics
- Be registered with the Council of Professions Supplementary to Medicine – Plus
- Five (5) years progressive working experience in the field of nutrition

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work may require considerable walking or traveling over uneven terrain and unpaved roads in remote communities. Some physical ability is required.
- Extensive travel within Region for supervision, programme coordination and execution
- Required to work outside of normal working hours, including Saturdays, Sundays and public holidays

SUPERVISION GIVEN TO:

(a) Directly: Nutritionist

(b) Indirectly: Assistant Nutritionist

LIAISES WITH:

Internally: Regional Technical Director, Medical Officers of Health, Parish Managers, Public Health Inspectors, Health Education Officers, Public Health Nurses, Director - Nutrition Unit, Community Health Aides

Externally: Non-Governmental Organizations, Ministries, Departments and Agencies (MDAs), International Development Partners (IDPs), Academia