

JOB DESCRIPTION

JOB TITLE:	Nutritionist
DIVISION:	Primary Care
DEPARTMENT:	Health Centre
GRADE:	HPC/ND 3
RESPONSIBLE TO:	Regional Nutritionist

JOB SUMMARY: Reports to Regional Nutritionist. Completed work is reviewed for effectiveness in meeting project and programme objectives and for results achieved as evidenced by the nutritional status of the population group. On assignments for which overall objectives and methods have been established, incumbent is expected to proceed independently, only seeking guidance on novel or unusually complex problems.

The role of the Nutritionist is to plan, conduct and evaluate a total nutrition programme in the parish.

DUTIES AND RESPONSIBILITIES

- Plans and directs the nutritional programme for the parish.
- Evaluates the nutrition and dietary services for the parish and recommends policies, standards and programmes to meet needs.
- Provides technical assistance to the staff within the parish, including developing guidelines, interpreting policies and procedures, reviewing program plans, and reviewing contacts for nutrition services under the general guidance of the Regional Nutritionist.
- Develops, conducts and evaluates in-service training programs and participates in study projects.
- Supervises Nutrition Assistants.
- Maintains relationships with local governments, agencies, colleges and universities to bring about a greater exchange of ideas, experiences, cooperative assistance and support for programs
- Assists Regional Nutritionist in planning monitoring, and collecting data for nutritional studies to be conducted in the region
- Makes presentations to groups, such as students, school administrators,

community civil associations about nutrition.

- Plans and conducts in-service training activities for health personnel
- Prepares, reviews and selects appropriate educational materials for distribution for public information
- Plans and provides nutrition and food service consultation and technical assistance to hospitals, nursing homes, child care facilities and schools
- Provides counseling services to clients who demonstrate nutritional needs due to complicated nutritional or medical conditions
- Monitors and modifies client care plans to ensure appropriate client services are delivered
- Prepares records and charts nutritional care plans for clients to ensure their records are complete and information about the client is available
- Assist in the planning, organization, implementation and evaluation of students training in collaboration with Regional Nutritionist and Training and Education Nutritionist in the Nutrition Unit of the MOH.
- Prepares and submits statistical and narrative reports to the Medical Officer of Health and the Regional Nutritionist
- Performs other related duties as assigned by the Medical Officer of Health and the Regional Nutritionist

MINIMUM REQUIREMENTS

- Bachelor of Science in Nutrition/Dietetics
- One year supervised internship programme in Dietetics/Nutrition from an accredited institution

OR

- Bachelors of Science in other Health Related field plus a Masters degree in Nutrition

OR

- Bachelor of Science in Nutrition/Dietetics plus a Masters degree in Public Health

AND

- Registration with Council for Professions Supplementary to Medicine.
- Membership in Professional Organization e.g. CANDi, AND, EDA, DoC, JANDi, JAPINAD.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the science of nutrition/dietetics and its relationship to health and disease to develop nutritional plans and to provide a broad range of consultation services to a variety of persons with varying background in nutrition
- Knowledge of food service management practices
- Ability to plan and evaluate a comprehensive nutrition program for the parish
- Knowledge of public health practices as they relate to the nutritional needs of the people served
- Knowledge of the nutritional problems specific to the various groups served, including their socioeconomic and cultural background and needs
- Knowledge of educational principles and methods as applied to public health nutrition practices.
- Ability to maintain effective working relationships with others at the parish level to gain support and assistance for programs
- Ability to plan modified menus, recipes, and nutrition plans
- Ability to maintain records, and prepare reports and correspondence related to work

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work may be performed on a regular and recurring basis in remote communities, requiring considerable walking or traveling over uneven terrain and unpaved roads. Some physical ability is required.
- Required to work outside of normal working hours and may include Saturdays, Sundays and public holidays.

SUPERVISION GIVEN TO:

(a) Directly: Assistant Nutritionist

(b) Indirectly: Community Health Aides

LIAISES WITH:

Internally: Medical Officer of Health, Parish Manager, Regional Nutritionist, Public Health Inspectors, Health Education Officers, Public Health Nurse, Community Health Aides.

Externally: Non-governmental Organizations, Ministries, Departments and Agencies (MDAs), Academia.

AUTHORITY TO:

- Set educational objectives for the nutrition and health programmes and to plan strategies to achieve objectives.
- Arrange community and school meetings for the purpose of educating the public.

PERFORMANCE CRITERIA

This job is satisfactorily performed when:

- Agreed objectives have been achieved within the stipulated time.
- Reports are timely and accurate.