IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Public Health and Community Dietitian	
Position Number	**Community**	**Division/Region**
48-5498	Yellowknife	YK Region

PURPOSE OF THE POSITION

The Public Health and Community Dietitian provides leadership and expertise in the prevention and management of chronic diseases from a food and nutrition perspective within a population health and community development framework. The incumbent is responsible for assessing, prioritizing, planning, implementing, and evaluating community nutrition services, focusing on primary prevention while promoting, supporting and protecting the nutritional health of people in the region.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous persons. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy. The NTHSSA sets clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. While the Tłı̨chǫ Community Services Agency (TCSA) operates under a separate board, and Hay River Health and Social Services Agency (HRHSSA) remains separate in the interim, Service Agreements will be established with these boards to identify performance requirements and ensure adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Located in Yellowknife and reporting to the Manager, Public Health, the Public Health and Community Dietitian (Dietitian) works with community health center staff, integrated care teams, public health, indigenous organizations, schools, community groups, and the Department of Health (GNWT) to promote healthy lifestyles and the development and delivery of community programs in the Yellowknife region. The position has an impact on reducing health care expenditures that result from chronic diseases. The Community Dietitian (Dietitian) provides direct patient care which includes making daily decisions regarding education goals and approaches, nutrition assessments and interventions for individuals and groups. The Community Dietitian also provides nutrition services to outpatients at a primary care site, meeting with individuals and families to conduct nutrition assessments and develop, monitor and evaluate nutrition care plans on a variety of diagnoses.

The Dietitian is responsible for advising, developing and promoting healthy public policy on nutrition within NTHSSA and making recommendations to the Manager, Public Health. The incumbent also is responsible for ensuring key messaging promoting healthy eating and chronic disease prevention is delivered to the broader population. Through the promotion of healthy food choices, emphasizing local and traditional foods, and the development of community programs, the position can impact on the total health care of all residents through the reduction of medical and travel expenditures as a result of chronic health diseases such as obesity, diabetes, heart disease and cancer.

The legacies of colonization and residential schools have impacted Indigenous health outcomes and the way health and social services are delivered and accessed. The incumbent is required to honour and promote a culturally safe environment at all times. Practicing from a trauma informed care perspective is expected and the position requires that interaction with clients and families is tactful, respectful and humble. This position requires the ability to handle several complex issues concurrently while maintaining attention to detail. The incumbent is expected to remain calm, controlled and professional in all situations, and demonstrate compassionate care that is free of racism and discrimination, to clients, families, community members, and other members of the health care team.

The incumbent is required to be motivated and innovative in the area of continuing education and practice, such as engaging in self-reflection to encourage the professional growth of self and others.

RESPONSIBILITIES

1. **Engage in activities to encourage healthy eating practices for individuals, families, groups and communities which are sensitive to the cultural needs of the region using the principles of population health and community development.**
    - As a member of an interdisciplinary team, the incumbent provides direct patient care using a standardized prioritization tool, which includes making decisions regarding

therapeutic treatments, education, counseling methods, self-management and nutrition care plans for individuals and families.

- Collaborate with health, social services and community-based workers to assess, plan, May 11, 2021 GNWT Job Description Page 3 of 8
- develop, deliver and evaluate programs and services to ensure that families have supportive environments and tools for healthy eating, using evidence based best practices. •
- Develop a work plan that identifies goals, objectives, inputs, outputs, and outcomes for programs and services to be delivered.
- Develop culturally and socially appropriate nutrition resources in print, audio and visual formats such as websites, recipes, menus, workbooks, and handbooks.
- Support, develop, deliver and evaluate actions that impact community food security such as community gardens, community kitchens, school-based meal services, and cooking programs.
- Offer consumer education to support healthy eating practices with community partners, including grocery stores.
- Work with schools, child development centers/facilities to develop healthy eating practices, learning activities, and guidelines such as recipe selection, and menu planning for daycares or school-based meal programs.
- Develop and deliver consistent, clear and current nutrition messages to reduce the public's confusion when there are multiple or conflicting nutrition findings.
- Develop, deliver, and evaluate evidence-based programs and services to address obesity and promote healthy weights in individuals, families and the community.
- Assist with the development of meal plans for Home and Community Care Meal programs in Fort Resolution and Łutselk'e.

2. **Provide information and opportunities for skill development to the public to facilitate the adoption of health-related behaviors for the prevention of diabetes, cancer, and cardiovascular disease.**
   - Plan, deliver and evaluate community initiatives with a focus on primary prevention, including weight management.
   - Participate in working groups/coalitions of community agencies and groups to coordinate and evaluate community activities that address chronic disease prevention;
   - Review and implement self-management and chronic disease management models in an integrated manner.
   - Review existing resources and develop appropriate resources which meet the diverse cultural needs of the community.
   - Researches, reviews, interprets, and disseminates current nutrition information and best practices, through workshops, newsletters and newspaper articles, including Nutrition Month.

- Initiates, implements and collaborates on initiatives that support and encourage research in the area of nutrition and nutrition issues unique to the north.

3. **Provide support, general nutrition information and skill development opportunities to NTHSSA Health and Social program staff, staff at social service and child care facilities, schools and community groups to promote healthy eating and chronic disease prevention.**
   - Plan, deliver and evaluate educational sessions with staff, parents and foster parents where appropriate, to build capacity in healthy menu planning, food selection and food preparation skills. •
   - Provide support to high risk families through the Healthy Family Program and the Family Preservation Program.
   - Collaborate and refer to appropriate providers to ensure appropriate case and community management of social determinants of health that may impede improved nutritional status of clients and community.
   - Conduct and evaluate information sessions for various organizations e.g. schools, not-for-profit community groups.
   - Develop, deliver and evaluate initiatives appropriate to the needs of the community and or group e.g. grocery store tours, and cooking sessions.
   - Maintain good working relationships with staff and key stakeholders.
   - Provide support and relevant nutrition information to Public Health teams.
   - Work in conjunction with school boards, parent advisory councils, Food First Foundation and other key stakeholders to develop and implement policies that support healthy eating in schools in the NTHSSA region.

4. **Work with community agencies and groups to promote access to sufficient, safe, nutritious and personally acceptable food for people of all ages.**
   - Act as an advocate for food security issues identified by community group and individuals in the region.
   - Participate in meetings or consultations with local groups who have identified food security issues within their mandate.
   - With other service agencies, plan, deliver and evaluate community events such as cooking and information sessions that address local food security issues.
   - Provide support and nutrition information to agencies who are a resource for food (i.e. food banks and school food programs).
   - Maintain current resources and research food security initiatives in similar jurisdictions.

5. **Contribute to his/her own professional development and the development of the program in order that the highest standards are reached and that the program continues to offer services that are both cost efficient and effective**

- Attend in-service sessions, conduct self-directed studies, pursue professional development activities and review current literature to stay abreast of current practice.
- Prepare and present nutrition information for chronic disease prevention program group sessions.
- Act as a resource for public health nurses, CHRs, physicians, and nursing students.
- Act as a preceptor for Dietetic Interns, as needed.
- Gather and record statistical data relevant to program operation.
- Develop an annual work plan, with yearly goals and program evaluation parameters in consultation with Territorial Specialist, Chronic Disease.
- Maintain current membership with Dietitians of Canada and a provincial dietetic regulatory body.

6. Facilitate, support and promote a culture of teamwork.

- Receive and share information, opinions, concerns and feedback in a supportive manner.
- Work collaboratively to build rapport and create supportive relationships with team members both within primary care and across the organization.
- Develop a supportive rapport with individuals and their families to facilitate collaborative relationships with other integrated team members.
- Make frequent decisions about the most appropriate, effective and efficient mode of communication among interdisciplinary team members in accordance with identified policies and procedures.
- Coordinate and participate in formal and informal case conferences to share appropriate information concerning individual concerns or progress and to utilize the team's skills and resources in the most efficient and effective manner.
- Contribute to a positive, strengths-based team environment, and support team colleagues.
- Collaborate proactively with all integrated and interdisciplinary team members utilizing a client centered approach to facilitate and maximize healthcare outcomes.
- Communicate effectively with other members of the health care team to provide continuity of care and promote collaborative efforts directed toward quality patient care.
- May be required to provide coverage for other Dietitians within the NTHSSA in person and/or virtually**.**

7. Provide general outpatient dietitian nutrition services in a primary care setting.

- Receive referrals for all nutrition related diagnoses from physicians and health care providers.
- Triage referrals as per approved prioritization tool.
- Provide patient and family nutrition counseling sessions.

- Develop, update, facilitate and evaluate weight management group education sessions in a team teaching approach according to best practices and evidence-based obesity management information.
- Perform related administrative duties such as booking appointments, calling clients, discharging clients, and recording statistics.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Incumbent may be exposed to communicable diseases and blood.

Sensory Demands

No unusual demands.

Mental Demands

Duty travel may require job holder to travel to remote areas once per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of public health nutrition through the lifecycle, health promotion and disease prevention and population health.
- Ability to work independently and to organize and guide simultaneous projects.
- Skills in needs assessment, program planning, delivery and evaluation, and proposal development.
- Group facilitation skills; team teaching.
- Counseling skills, both individual and group.
- Ability to work harmoniously and effectively in a diverse cultural setting.
- Communication skills using a variety of methods.
- Knowledge and application in the principles of adult/child education and techniques.
- Knowledge and sensitivity regarding the impact of social, economic, environmental and cultural influences on food, diet and nutrition.
- Knowledge and application with community capacity building, and community development principles and strategies.
- Computer literacy and/or the ability to learn and use software such as word processing, PowerPoint, and graphics packages.
- Knowledge of research and statistical methods and ability to use best practices in program planning and implementation.

- Availability to travel to several communities within the NTHSSA Yellowknife region.
- Administrative skills in budget development, and financial planning.
- Ability to work flexible hours to meet the needs of the community.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Baccalaureate Degree in Nutrition, and completion of an accredited Dietetic Internship program, and one (1) year of recent experience in acute/ambulatory care.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices.

Current eligibility for registration with a provincially regulated association of Registered Dietitians is required.

Membership with Dietitians of Canada is an asset.

Must have a valid NWT class 5 driver's license.

All health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Fire training
- Workplace Hazardous Materials Information System (WHMIS)
- Certification in First Aid & level C CPR/AED
- Cultural Awareness

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred