

**WINNIPEG REGIONAL HEALTH AUTHORITY  
POSITION DESCRIPTION**

**INCUMBENT:** \*

**DATE:** July 12, 2007

---

---

**POSITION TITLE:** Community Nutritionist

**UNION:** MAHCP

**DEPARTMENT:** Population and Public Health

**JOB CODE:** 30000205

**LOCATION:** Community Area Offices

**REPORTS TO** Team Manager in geographic Community Area office administratively and programmatically and Team Manager in secondary Community Area office programmatically.

---

---

**EDUCATION:**

- Bachelor's degree in dietetics, foods and nutrition, or related area. Completion of an approved graduate dietetic internship program which has been accredited by Dietitians of Canada
- Master's degree in human nutrition, dietetics, food and nutrition, community nutrition, public health nutrition, or related area an asset.

**LICENCES, DEGREES, REGISTRATIONS:**

- Registered by the College of Dietitians of Manitoba;
- Membership in Dietitians of Canada.

**EXPERIENCE, KNOWLEDGE AND SKILLS:**

- Minimum 3 years experience in a community or public health setting. Experience in health promotion and the design and delivery of related programs and strategies.
- Knowledge of current and emergent population health, health promotion and disease prevention issues.
- Knowledge and understanding of the population health approach to health promotion. This includes capacity building, policy development, advocacy, partnerships and leadership in public health nutrition.promotion of healthy nutrition vision of health promotion services.
- Knowledge of and ability to apply the principles of: adult education, team building, cooperative decision making, strategic planning, community development, public speaking, problem solving, professional in service and training, social marketing, and media communication.
- Knowledge and understanding of community development process.
- Knowledge and application of normal nutrition as it applies throughout the lifespan and medical nutrition therapy
- Knowledge of nutrition-related disease entities commonly seen in the community (i.e. chronic disease – heart disease, diabetes, obesity, osteoporosis), the physiological and social factors influencing them and the ability to apply preventative interventions in a community setting.

- Knowledge of human behavior and ability to apply techniques for creating behavior change
- Knowledge of determinants of health, ability to work with diverse populations
- Demonstrated ability to research, critically analyze and synthesize current literature and best practice to support the development of nutrition based strategies, action plans and practice guidelines.
- Experience in group facilitation, partnership building and mobilizing communities
- Knowledge and ability to apply principles of program planning, implementation and evaluation.
- Knowledge of Food and Drug Act, labeling regulations, federal and other guidelines (Nutrition for Healthy Term Infants, Prenatal Nutrition Guidelines, WHO Code for Breastfeeding), as well as a comprehensive body of professional and public health nutrition resource materials.
- Knowledge of food science and the principles relating to food safety and sanitation is required.
- Ability to communicate effectively in both written and verbal form to a variety of audiences, including formal presentation and the development and delivery of education and training, writing reports, conducting public consultation and designing and developing resource material.
- Demonstrated ability to develop and facilitate processes and partnerships for program/strategy delivery.
- Ability to work as a team member and manage multiple concurrent tasks as necessary.
- Proficient in computer software. Able to integrate computer knowledge to enhance team and partnership.
- Comprehensive knowledge of eating patterns and habits, socio-cultural influences on food choices and food availability and accessibility is required.

## **OTHER:**

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Owns or has access to a vehicle suitable for the performance of CN duties and available for use, as required.
- Physically capable of performing the duties of the position under varying weather and environmental conditions. This position requires lifting of a variety of materials and resources, as well as the ability to climb stairs with this equipment.
- Must be willing to flex or bank working days/hours of work to accommodate activities/events that occur during evenings and on weekends.

## **MAIN FUNCTION OF POSITION:**

The Community Nutritionist plans, develops, implements, and evaluates nutrition services. In so doing, the CN assesses nutrition needs, develops and implements events and programs, and provides population health focused nutrition services to groups, communities and the region.

The CN collaborates with intersectoral community agencies, plans and delivers in service training and education activities for public health and social services staff, maintains professional competency and skills required for professional practice, and participates in population health promotion strategies implemented at a regional level.

Primary responsibilities include:

1. Nutrition Programming
2. Consultant to staff on nutrition issues
3. Administrative Responsibilities

4. Professional Development
5. Other related duties as required

## **RESPONSIBILITIES:**

### **1. Planning and implementing nutrition projects/programs.**

- Analyze Community Health Assessment data, and consults with community members and agencies to make recommendations for strategies and programs to improve the nutritional status of target populations.
- Promotes the concept and principles of nutrition promotion within community areas and across the region: to improve health, prevent illness and build community capacity through healthy nutrition.
- Initiate and support community development, health promotion and disease prevention projects as they relate to nutrition issues
- Actively participate as a member of multidisciplinary community area team.
- Provide service to Healthy Baby/Healthy Start sites as assigned. Participates as part of the Healthy Baby program delivery team.
- Actively participate in community-based coalitions.
- Collaborates with population and public health staff, local agencies and organizations, and private partners to promote and market healthy nutrition. Initiate or participate in community development activities involving nutrition and/or food security issues.
- Provide nutrition expertise and programming to the public, including community programs.
- Maintain current inventory at community area offices of scientifically accurate nutrition print resources.
- Identify opportunities to increase public, health care, and community awareness of public health nutrition services.
- Provide appropriate way-finding and referral services to clients requesting information and service.
- Based on evidence in the literature, and within Regional policy decide what *best practices* will be applied.
- Assume leadership role for nutrition-related activities. Participate in community nutrition strategic/operational planning.
- In clinical /assigned area of focus, and in accordance with regional strategies, may recommend evidence-based best practices to be applied at the regional level.
- Develop project plans, strategies, policies and evaluation components with appropriate collaboration.
- Work with community partners and/or Program Specialists to plan *regional* projects/programs as required and implement at the community or regional level
- Work with community partners and/or Program Specialists to develop and write proposals for project funding as needed to initiate nutrition related programming
- Develop nutrition education resources independently or with partners within clinical/assigned areas of focus.
- Work with community partners and/or Program Specialists to participate in regional or local community development activities involving nutrition and/or food security.

- Active participation (as assigned) in community nutrition practice council.

2. **Acts as a consultant on nutrition issues to public health staff, community leaders, and other health care and social services professionals**

- Review and research pertinent government documents and scientific reports and communicate relevant information.
- Contribute to the development of healthy public policies.
- Provide support and information through consultation and regular in services to Baby First Home Visitors.
- Provide and/or coordinate in-service education and training to public health staff and students, community leaders and other professionals and paraprofessionals. Respond to requests for nutrition information from public health staff, other health care professionals and community leaders.
- Write press releases, newspaper or magazine articles, displays, etc...with availability for media interviews.
- Write, edit and distribute nutrition information to staff and members of the public.

3. **Administrative responsibilities**

- Supervise and evaluate nutrition students, dietetic interns and volunteers, as appropriate.
- Mentor students and new staff, as necessary.
- Demonstrate leadership in Public Health nutrition programs and services.
- Manage resources (time, materials, staff, volunteers) in a cost-effective manner
- Complete documentation, accurate statistical data, and reports in a timely manner
- Complete relevant administrative functions and documentation (e.g., vacation requests, mileage, complaints process, occurrence reports)
- Actively participates in relevant meetings and committees (e.g., program, community, department)

4. **Professional Development**

- Maintain dietetic registration and continuing education requirements.
- Develop and implement an individualized plan for professional growth and development including participation in professional organizations and activities, workshops, seminars, and staff development programs.
- Participate in departmental and interdisciplinary meetings, and projects.

5. **Performs other related duties as required.**