

**WINNIPEG REGIONAL HEALTH AUTHORITY  
POSITION DESCRIPTION**

**DATE:** April 19, 2017

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<b>POSITION TITLE:</b> Public Health Nutrition Coordinator (Previously Community Health Services Specialist)	<b>JOB CODE:</b> 30002079 <b>UNION:</b> MAHCP
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**DEPARTMENT:** WRHA NUTRITION AND FOOD SERVICES

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**SUPERVISOR'S TITLE:** Regional Manager, Clinical Nutrition- Community

**SUPERVISORY RESPONSIBILITIES:** none

**EDUCATION:**

- Bachelors 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.

**EXPERIENCE, KNOWLEDGE AND SKILLS:**

- Minimum of three to five years in a community or public health setting.
- Knowledge of nutrition promotion and prevention strategies and the design, delivery and evaluation of related programs /activities
- Knowledge and understanding of evidence-based practice in nutrition
- Knowledge of population health principles
- Knowledge of current and emergent population health, health promotion and disease prevention issues
- Knowledge and understanding of community development process
- Demonstrated knowledge and experience in program planning and project management
- Knowledge of and experience in developing public awareness campaigns, strategic planning, adult education, community development, social marketing and media communication
- Demonstrated ability to develop public and professional educational materials
- Excellent written and verbal communication skills for individual, small and large group interactions both within the health region and with community partners
- Demonstrated ability to develop and facilitate processes and partnerships for program development and delivery
- Demonstrated ability to research, analyse and summarize reliable information to determine action required.
- The ability to work effectively as a team member and manage multiple concurrent tasks
- Ability to work independently and with minimal supervision

- Proficient in computer software (Word, Power Point, Excel, Access, Outlook).

**OTHER:**

- Must have suitable access to transportation for performance of duties.
- Must be able to physically access and work in a variety of community environments.
- Must be willing to flex or bank working days/hours of work to accommodate activities/events that occur beyond the regular work hours.

**LICENCES, REGISTRATIONS:**

- Must be a full, active member of the College of Dietitians of Manitoba and a member of Dietitians of Canada

**I. MAIN FUNCTION:**

Nutrition promotion is a strategic initiative of Winnipeg Regional Health Authority. The Public Health Nutrition Coordinator functions as part of a team whose purpose is to develop and enhance nutrition promotion activities through the Winnipeg region.

The Public Health Nutrition Coordinator is involved at a regional level in numerous initiatives such as but not limited to developing healthy nutrition policy, coordinating the development of toolkits and resources for use by the public and professionals, coordinating nutrition promotion activities that take place across the region. Project work will include the following components (1) working in partnership, (2) building public and professional awareness, (3) using a community based targeted approach and (4) through evaluation and research.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Supports various advisory committee in planning and implementing the projects
- Organizes training sessions
- Develops resource materials
- Develops and implement public education campaigns
- Establishes cross program collaborations (Public Health, Mental Health, Primary Care, Acute Care and Long Term Care) and community agency collaborations
- Coordinates and develop linkages between existing health professionals and community groups involved in the provision of nutrition promotion supports and services.
- Compiles and maintain a list of resources, services and programs related to nutrition promotion

- Coordinates and develops activities that take place across the region
- Identifies and develops tracking systems related to demand for nutrition promotion services.
- Establishes and maintains partnerships with key resources
- Assists organizations to build capacity to address nutrition health promotion and prevention issues
- Facilitates opportunities to integrate nutrition health information/prevention interventions into existing programs
- Assists in the development of evaluation processes of existing services and new initiatives related to prevention and promotion.
- Works with regional specialists in program planning, implementation and evaluation.
- Develops and writes proposals for project funding as needed to enhance and support nutrition related programming
- Other related duties as required

## **PROFESSIONAL DEVELOPMENT**

- Maintains continuing education standards as specified and monitored by College of Dietitians of Manitoba.
- Maintains and expands knowledge and skills in dietetic practice through journal reading and by attending courses, rounds, conferences, etc.
- Maintains membership and participates as an active member in Dietitians of Canada and College of Dietitians of Manitoba.