

# Position Description

## Allied Health Assistant (Nutrition & Dietetics)

<b>Classification:</b>	Allied Health Assistant Grade 3 (IN30)
<b>Business unit/department:</b>	Nutrition and Dietetics
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/>
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Casual
<b>Hours per week:</b>	Variable, casual
<b>Reports to:</b>	Manager: Nutrition and Dietetics
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	March 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

To undertake tasks delegated by the Dietitian. These tasks may be clinical, non-clinical, and/or administrative, and will be important elements in the treatment plan of patients.

### About the Directorate/Division/Department

This position is based within Austin Health's Nutrition and Dietetics Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics and Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services

- Ngarra Jarra (Aboriginal Health) Program

The Nutrition and Dietetics Department is committed to promoting and providing the highest level of dietetic and nutrition care for all our patients. In realizing this goal, the department will lead and excel in person-centered evidence-based practice, education, and research.

The department provides specialist services across all sites of Austin Health and across the care continuum. This includes the Emergency Department, bed-based services, and ambulatory care. In addition to direct patient care, a core activity for the department is providing dietetic input into the Food Service system to ensure the nutritional needs of all our patients are met.

The department is focused on developing the professional body of knowledge and practice of staff in a range of areas to ensure high quality service provision. This is achieved through staff participation in training and professional development, professional supervision and performance review, research, quality improvement activities, and undergraduate and/or post-graduate student teaching. The department has an education and quality improvement strategy that is developed and operationalised through senior leadership forums and committees.

## Position responsibilities

### Clinical Care

- Work with minimum supervision to undertake clinical and non-clinical tasks as directed by the dietitian.
- Seek input from the dietitian as required, organize own workload and set work priorities within the program established by the dietitian.
- Identify patient circumstances that need additional input from the dietitian.
- Monitor and report changes in patient's health status to the treating dietitian.
- Build effective relationships with staff, colleagues and service providers to ensure optimal outcomes for patients.

### Information management and administration

- Document interventions in the patient medical record, in accordance with medico-legal and Austin Health documentation requirements.
- Work with minimum supervision to undertake non-clinical tasks as directed by the dietitian.
- Undertake departmental administration activities as directed.

### Professional Development:

- Participate in the Austin Health Performance Review and Development program.
- Ensure safe and effective patient care by participating in regular supervision with allocated Dietitian.
- Undertake education and training to ensure clinical practice is current and evidence based.



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we achieve



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## Selection criteria

### Essential knowledge and skills

- Demonstrated interpersonal skills that promote team engagement.
- An ability to work autonomously, problem solve and self-manage competing demands.
- A flexible and positive approach to teamwork and a willingness to undertake a broad range of clinical and non-clinical duties.
- An understanding of the basic theoretical principles of the work undertaken by dietitians working in an acute hospital setting.
- High level written and verbal communication skills.
- A commitment to Austin Health Values.

### Desirable but not essential:

- Relevant clinical experience in a healthcare setting

## Professional qualifications and registration requirements

Successful completion of Certificate IV in Allied Health Assistance (Nutrition & Dietetics) from a Registered Training Organisation or equivalent or working towards an Undergraduate or Postgraduate Degree in Nutrition.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*



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- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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