



Employee Position Description – G2 Dietitian

Position Details		
Position Title: Grade 2 Dietitian	Department: Adult Allied Health – Yarra & Boroondara	Agreement: Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026
Reports To: Allied Health Manager Yarra & Boroondara	Location: Ability to work from all sites. Primarily based at Hawthorn / Lilydale sites, with potential for remote site telehealth consulting.	
Direct Reports: Nil	Employment Status: Max Term Part Time 0.6 EFT – Until July 2027	Classification: Grade 2.0, Year 1-4 dependant on experience
Position Primary Purpose		
The Grade 2 Dietitian will provide client-centered medical nutrition therapy and nutrition education and support for adult and paediatric clients and client groups as part of a multi-disciplinary allied health team. Clients referred to dietetics services are seen under a variety of funding streams including but not limited to: Community Health, Commonwealth Home Support Program (CHSP), Home and Community Care (HACC), Support at Home, Medicare Benefit Scheme (MBS), Private Fee for Service, and future grants and funding opportunities. The Grade 2 Dietitian will complete consultations face to face in clinic, via telehealth and on occasion provide home visits. The Grade 2 Dietitian will engage with clients, carers, family, support workers and other health professionals to support nutritional needs of clients, including but not limited to nutritional management for: cardiovascular disease, diabetes, weight management, irritable bowel and coeliac disease, nutritional deficiency, osteoporosis, texture modified diets, undernutrition and oral nutrition support. They may also facilitate group education sessions, support sharing of nutrition information, and contribute to health promotion activities or relevant health service programs.		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Decision Making Authority		Key Relationships	
Decisions made independent of Manager Care delivery including client and carer education and correspondence with relevant health professionals or services		Internal - Allied Health & Chronic Disease Care Managers - Senior Manager Allied Health & Chronic Disease Care - Allied Health and Nursing, Mental Health, General Practice, Dental and Community Service colleagues - Customer Service and Service Connection teams - Health Promotion and Communication teams External - Referring medical practitioners or hospital services - Integrated Diabetes Education and Assessment Service endocrinologists - Client case managers, care partners and care co-ordinators - Tertiary institutions to support student placement	
Key Accountabilities			
Focus Areas		Responsibilities	
Provision of Clinical Service		- Work within professional scope of practice and service capability to provide timely, best practice and acceptable clinical care to clients for the prevention and management of health conditions - Optimise client's physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs - Engage with clients and carers to support self-management and goal directed care planning - Liaise and correspond with relevant care providers such as referrers, general practitioners, specialists and allied health professionals; and escalate and advocate for services or intervention as relevant - Maintain privacy and confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health & Community policies and procedures - Meet key performance indicators as mutually agreed with manager and in line with AccessHC strategic plan - Delegate appropriate clinical and administrative tasks to allied health assistants - Comply with infection prevention and control standards in accordance with Access Health and Community's Infection Control policy and procedures.	

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Key Accountabilities	
Focus Areas	Responsibilities
Professional Development	• Demonstrate commitment to continuous professional development (CPD) relevant to work at Access HC, and maintain registration with Dietitians Australia • Proactively identify personal education needs and reference best practice guidelines and current literature to inform relevant and evidence-based service delivery
Clinical Supervision & Work plan Review	• Provide supervision and practice support to Grade 1 Dietitians per agreed supervision schedule, including professional advocacy • Participate in peer supervision • Actively participate in annual work plan and KPI review.
Contribution to Allied Health and Dietetic teams	• Contribute to case conference or secondary consult with colleagues as part of multi-disciplinary care • Initiate and accept internal referrals to/from Allied Health and Chronic Disease Care team and co-ordination of client services • Share APD expertise in relation to nutrition and dietetics and advocate for relevant services, programs, projects or funding opportunities • Contribute to continuous quality improvement activities relevant to Allied Health Service and specifically adult dietetic service delivery improvements
Student Supervision	• Contribute to the facilitation of tertiary student placements for dietetics students on community placement, as required • Offer observation or information sessions to other students on placement at Access HC
Access Health and Community Values	• Through actions and behaviour, demonstrate Access Health and Community (Access HC) values of Equity, Collaboration, Integrity, Accountability, Innovation and Excellence
Governance and Compliance	• Act in accordance with Access HC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	• Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct
AccessHC Values	• Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality

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Selection Criteria	
Mandatory selection criteria items • Police Check • International Police Check (<i>if lived/work o/s in past 10 yrs</i>) • NDIS Worker Screening Check • Working With Children Check • Professional Registration with Dietitians Australia • Eligibility for a Medicare Registration Provider Number • Driver's Licence Key selection criteria items • Bachelor Nutrition & Dietetics or Master Dietetics • Current or eligible for Accredited Practising Dietitian (APD) status with Dietitians Australia • Minimum of 2 years' experience working as an APD in a community health, hospital outpatient and/or private practice setting • Applied clinical knowledge and experience in delivering client centered and evidence-based practice in nutrition and dietetics • Demonstrated ability to work independently as a dietitian and collaboratively within a multi-disciplinary service	Attributes we value • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Demonstrated ability to contribute to positive team culture • Understanding of the contemporary health landscape and funding models relevant to community health and fee-for-service activity, with demonstrated interest in this area • Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with Access Health and Community values
<i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner</i>	
Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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