POSITION DESCRIPTION

Health Educator, General Dietitian

OUR VISION, MISSION & VALUES:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change. We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens. All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

WHC EXPECTATIONS:

Every employee is expected to contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork. Employees are expected to consistently attend work, function within WHC's principles of services, contribute to the quality of our services for clients and look for ways to improve our overall effectiveness and enhance client experience. Employees will respect each other, clients and members of the public and create an environment where clients have the information, knowledge and support they need to achieve their individual health and wellness goals.

WHC PROMISE:

WHC will provide employees with a respectful, healthy and safe work environment and compensate and recognize employees in a fair and meaningful way. We will provide employees with opportunities to participate in planning and decision-making and to communicate your concerns, ideas and suggestions. We will listen and be responsive. We will support employee growth and development through a culture of coaching, learning and encouragement.

Job Stream: C
Union Classification: Dietitian
Position: General Dietitian
Position Reports to: Team Leader, Mother's Program and Health Promotion

POSITION SUMMARY:

The Health Educator is responsible for providing leadership; coordinating and implementing community develop initiatives and related health education activities in assigned content areas in accordance with the Women's Health Clinic vision, mission and values. The position responds to client, community and agency needs, including evening and weekend work.

Job Specific Day To Day Activities

1. Maintain a strong knowledge base to provide relevant support to clients and accurately assess client needs.
2. Responsibility for developing and implementing relevant and comprehensive health education programs/activities.
3. Provide leadership in identifying and responding to emerging needs, coordinating the development, delivery of related activities.
4. Develop and implement an evaluation framework for all health education activities to groups within the community or WHC.

5. Respond to health education inquires as requested by providing consultation to staff, individuals, professionals, community, and media as needed.
6. Ensure accurate standardized records are created and maintained; provide relevant program and statistical information to management.
7. Maintain a strong external and community network, participating in education sessions, speaking engagements and other educational events.
8. Conduct research and literature reviews on various topics as needed
9. Coordination and development (research and writing) of policy and position papers
10. External network creation and coordination
11. Workshop/training development and facilitation
12. Coordination of working groups within WHC
13. Participate in selected external and internal research activities

Position Specific / Initiatives

1. Maintain a strong current knowledge and skill base regarding food, body image, body neutral approach to align with WHC philosophies
2. To create, facilitate, or provide counselling to groups or individual clients using a HAES perspective
3. Participate in clinical supervision to support client service excellence
4. Ensure accurate standardized records, charts and evaluations are created and maintained; provide reports on statistical or program outcomes as required.
5. Provide Group and Individual Support for clients

Competencies

Client Service (delivers client-centered service)

- Identifies and understands diverse client needs
- Provides attentive and supportive service to address client needs
- Understands and facilitates access to the appropriate resources to better serve client needs
- Follows-up to evaluate client service, needs and requirements and makes adjustments as required

Teamwork (works effectively with diverse individuals, groups and communities, and builds collaborative partnerships and relationships)

- Provides expertise, information, or other support to others
- Understands diverse and cultural needs of others and adapts own behavior to meet those needs
- Identifies beneficial partnerships and builds new relationships effectively
- Builds and maintains collaborative and respectful working relationships with others
- Works effectively in conflict situations to achieve a mutually beneficial result
- Builds opportunities for a positive work environment

Communication (the effective exchange of information and ideas to inform, educate, influence or advocate)

- Demonstrates active listening to others to ensure understanding
- Articulates complex information clearly and concisely in spoken and written formats to inform or educate others
- Adjusts tone and messages depending on audience needs
- Influences and/or advocates for a person or cause in an effective manner
- Communicates honestly, respectfully and constructively in situations that may be tense
- Follows up to ensure others understand information
- Ensures confidential information is maintained; identifies risks to management

Planning and Organizing (effectively plans, prioritizes, coordinates and implements required actions and resources to maximize outcomes)

- Organizes, prioritizes, plans and coordinates own tasks to complete work efficiently
- Coordinates information/work from others
- Maintains organized records and documentation
- Proactively monitors progress on work requirements and deadlines and identifies and notifies impacted parties

Analysis, Problem Solving and Evaluation (effective analysis and assessment and application of information to facilitate appropriate solutions and effective decisions)

- Identifies and critically analyses options to address needs and determine appropriate actions
- Anticipates potential issues or problems and identifies preventative or corrective actions
- Identifies and raises concerns and issues in a timely manner
- Makes effective decisions based on assessment and evaluation
- Effectively assesses short term and long term impacts of decisions
- Evaluates actions, solutions and decisions once implemented

Leadership (Demonstrates skills and expertise to perform effectively and with integrity contribute to business results)

- Utilizes professional expertise to complete work and assists team as needed
- Ensures accuracy and high standards for work results
- Shows accountability in work and follows through on all commitments and goals
- Demonstrates and shares their expertise with others
- Identifies opportunities to continuously improve client service, care and results
- Adapts well to change and encourages others to embrace new ideas
- Is open to feedback and takes initiative to improve skills
- Identifies emerging needs, trends, and practices in areas of expertise and adjusts practice or brings forward to their team as required

Technical/Position Specific Competencies
(the application of competencies specific to professional certification/association standards and guidelines)
N/A

Risk Management:

- Accurately completes all: chart reviews; and recording of client information according to established clinical guidelines and standardized processes; as well as participating in random chart audits to ensure overall quality control.

Education/Experience:

- Post-secondary education in a health related field
- Certified member of College of Registered Dietitians of Manitoba
- Minimum of 3 years' experience in nutritional counselling to individuals and groups.
- Minimum three years' experience leading community development initiatives.
- Experience in providing health education, leading community development initiatives
- Demonstrated computer proficiency, presentation and facilitation experience in an adult education setting.
- Valid Driver's License and access to a vehicle.