

Position Description

Position Title:	Dietitian – Diabetes Education
Reports to:	Operational Manager - HIP Specialist Clinics
Department:	Diabetes Centre
Directorate:	Community Care & Mental Health & Chief Allied Health Officer
Cost centre:	N2452
Code & classification:	Dietitian Grade 1, Years 1 – 7 (AI1 – AI7)
Employment conditions:	Is subject to the Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Diabetes Centre Dietitian reports directly to the Diabetes Centre Manager within the Diabetes Centre team at Goulburn Valley Health (GV Health). The Diabetes Centre provides multidisciplinary care to a variety of programs including Acute Inpatients/Outpatients and Hospital and Admission Risk Program (HARP).

The Diabetes Centre Dietitian is responsible for ensuring appropriate nutritional management and education of patients, their families, and staff within Goulburn Valley Health and the wider community. The position includes individual client work, involvement in multidisciplinary clinics and group education as directed by the Diabetes Centre Manager. This position provides services across all program areas including, but not limited to, diabetes in pregnancy, paediatrics, High Risk Foot Clinic (HRFC) and technology in diabetes. A special interest in paediatrics will be an advantage. The services will be client centred, efficient and effective and meet established standards of excellence.

This position among others is responsible for positively promoting GV Health as a quality regional health service provider both internally and externally.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

This position is supported by the manager of the Diabetes Centre in the area of leadership, management and quality improvement. The dietitian will apply current evidence-based practice and develop effective methods of client management, communication and information sharing with internal and external services and health professionals

The role includes but is not limited to;

- Provide a high-quality dietetic service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Complete all statistics, data entry and administrative tasks in a timely manner to comply with data reporting requirements
- Assist with timely triage of dietetic referrals and wait list management in collaboration with the diabetes team as appropriate
- Collaborate with other disciplines, and external service providers, to facilitate integrated care and positive consumer outcomes.
- Monitor and review podiatry clinical processes to ensure best practice is achieved through care planning and case review
- Participate in care planning within a person-centred framework and ensure service delivery occurs in line with the GV Health Integrated Service Delivery model
- Maintain open and effective channels of communication with clients and their carers, professional colleagues, the health care team and external providers
- Report to Manager any issues or problems that arise so they can be solved in a timely manner
- Provide advice and guidance for community and other organisations regarding nutrition and diabetes
- Undertake quality improvement projects

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Bachelor of Nutrition and Dietetics or Master of Nutrition and Dietetics or equivalent with current DA membership and APD status

Essential:

- Base level knowledge of nutrition theories including clinical, community, counselling skills, group work and health promotion.
- Base level knowledge in the planning, implementation and evaluation of Dietetic services for people who are experiencing a broad range of health conditions
- Well-developed interpersonal skills with the ability to work effectively and collaboratively within an interdisciplinary team environment;
- Developing ability to work independently and prioritise and manage a diverse caseload;
- Well-developed written and verbal communication skills, including computer literacy
- Commitment and experience in Quality Improvement in Nutrition delivery.

Desirable:

- The applicant should display computer literacy skills that allow use of I.T. applications and production of case notes and report letters concerning patient care. Experience with computer-based patient booking systems would be desirable.
- Experience in dietary management of diabetes
- Knowledge of the health service system and ability to work collaboratively, including the ability to initiate and maintain effective professional relationships with a wide range of service providers and other stakeholders.
- Experience in working in a multi-disciplinary team, or with children and their families, and with people from diverse cultural and social backgrounds, would be considered advantageous.
- Willingness to live and work in a rural setting

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Accreditation is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Adhere to Dietitian's Association of Australia code of conduct
- Submit required data in a timely manner

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;

- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care & Mental Health & Chief Allied Health Officer**Dietitian – Grade 1**

Reviewed by:

Operations Manager – HIP Specialist Clinics

Issue Date:September 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)