



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

RECEIVED

JUL 10 2018

**DIABETES EDUCATION PROGRAM DIETITIAN**  
**DIABETES EDUCATION PROGRAM, HEALTH SERVICES**  
**(Full Time)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, July 25, 2018** for a full time position as a Diabetes Education Program Dietitian with the Diabetes Education Program, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction and supervision of the Clinical Lead Registered Nurse and the Team Manager of the Diabetes Education Program, the Diabetes Education Program Dietitian shall provide supportive and collaborative chronic disease management services in the context of diabetes within the policies and procedures established by Six Nations Elected Council.

**SALARY:** To be determined

**BASIC QUALIFICATIONS:**

- Bachelor's of Science in Nutritional Science with two (2) years' experience;
- Registered with the College of Dietitians of Ontario;
- Certified Diabetes Educator preferred;
- Strong organizational and time management skills;
- Familiar with Electronic Medical Record system;

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of membership with the College of Dietitians of Ontario.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

**DIABETES EDUCATION PROGRAM DIETITIAN – Full Time**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69  
Ohsweken, Ontario N0A 1M0

**Method #2:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of membership with the College of Dietitians of Ontario.
6. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



## SIX NATIONS OF THE GRAND RIVER

### POSITION DESCRIPTION

**POSITION TITLE:** ..... Registered Dietitian

#### **REPORTING RELATIONSHIP:**

Reports to and receives direct supervision from the Clinical Lead RN and the Team Manager of the Diabetes Education Program, Health Services, and Six Nations Elected Council.

#### **PURPOSE AND SCOPE OF THE POSITION:**

The role of the Registered Dietitian is to provide supportive and collaborative chronic disease management services in the context of diabetes. These services can be one-on-one or in a group setting, provided in the environment that best addresses the needs of the individuals.

#### **DUTIES AND RESPONSIBILITIES:**

##### **1. Technical Functions:**

- Intake and Assessment of clients:
  - o Identification of issues and development of an appropriate plan of care using relevant standardized and non-standardized tools
  - o Maintaining client records in accordance with College of Dietitians of Ontario guidelines and practice standards established by Six Nations Health Services for documentation in the Electronic Medical Record
- Developing and implementing community client care plans to community members as required by:
  - o Working with the Clinical Lead RN and the Team Manager to determine caseload priorities
  - o Appropriate use of dietetic interventions based on evidence informed practice and practice standards established by the College of Dietitians of Ontario
  - o Participate in program development and accreditation activities
  - o Develop (with the client) a plan for implementation and follow through that respects their health values and beliefs
  - o Documentation in the electronic medical record on a daily basis in accordance with policies and procedures established by Six Nations Health Services

- Develop and implement nutrition programs:
  - o Assists community agencies in developing and implementing wellness programs for prevention of type 2 diabetes
  - o Provides educational experiences for community agencies as requested
- Provide clinical support to other staff
  - o Ensure materials developed by non-regulated health promotion workers are accurate based on best evidence
  - o Support the non-regulated health promotion workers in Health Services when they are developing cooking classes
  - o Support and guide the non-regulated health promotion workers when developing and implementing the In-School Education Program and ensure that the content is appropriate and accurate
  - o Support the primary care providers in the community to provide appropriate care based on the Clinical Practice Guidelines from Diabetes Canada
- Utilizes culturally appropriate, evidence informed practice principles throughout care
- Complies with established safety precautions and standards, infection control procedures and aseptic and isolation techniques when indicated

**2. Communications Functions:**

- Maintaining/reviewing assigned case files (case management) by:
  - o Ensure actual work performed is duly documented and placed in the electronic medical record
  - o Assist in the development and maintenance of dietetic service standards
  - o Ensure client's safety and comfort while performing duties
- Attends staff meetings for the Diabetes Education Program
- Employs appropriate communication skills when interacting with clients, families and other staff
- Attends case conferences and clinical rounds and provides input in order to coordinate care and optimize client outcomes
- Follows procedures for reporting hazardous conditions, equipment and incidents
- Ensures privacy is maintained in accordance with relevant regulations
- Provides appropriate advocacy for clients and families when necessary
- Communicates regularly with the Clinical Lead RN and the Manager of the Diabetes Education Program

**3. Administrative Functions:**

- Planning weekly itinerary and completing monthly work reports and statistics
  - o Follow established reporting procedures as laid out by the program
  - o Complete necessary monthly report forms and ensure relevant statistics are maintained as required
  - o Coordinate and schedule clinical activities
- Support the program development and evaluation process

- Review Diabetes Education Program policy and procedures manual, work plans and job descriptions annually

**4. Other Functions:**

- Performs other job related duties as may reasonably be required by the Clinical Lead RN or the Team Manager
- Provides supervision of students and volunteers
  - Follows established College of Dietitians of Ontario guidelines for the supervision of students
  - Provides direct on-site supervision of the student/volunteer as stipulated in the supervision guidelines
  - Obtains appropriate consent from clients before allowing a student/volunteer to participate in the care of an individual
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services

**WORKING CONDITIONS:**

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office sessions.

**WORKING RELATIONSHIPS:**

With the Team Manager of the Diabetes Education Program

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Clinical Lead RN

Receives direction, guidance, encouragement; discusses plans and priorities.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Requirements:**

- Graduate of a Bachelor's of Science in Nutritional Science with two years' experience
- Must be registered with the College of Dietitians of Ontario

### **Other Related Skills:**

- Certified Diabetes Educator preferred
- 
- Strong organizational and time management skills.
  - Familiar with Electronic Medical Record systems
  - Strong interpersonal, verbal and written communication skills.
  - Understands the importance of Confidentiality. Ability to work with tact and discretion.
  - Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

## **IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Health Committee, Six Nations Elected Council, Government Agencies and the public.

## **CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective government.



**APPLICATION FOR EMPLOYMENT**  
With the Six Nations Council

**PART I GENERAL INFORMATION**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s)    Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted?    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Do you wish to work    <input type="checkbox"/> Full-Time    <input type="checkbox"/> Part-Time    <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you?    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>					

**PART II EDUCATION**

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

**PART III - WORK HISTORY****I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

---



---

**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

---



---

**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

---



---

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. \_\_\_\_\_
2. \_\_\_\_\_

**\*\*PLEASE READ CAREFULLY\*\***

**YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM**

By signing this application you are consenting for this employer to contact your previous employers for references.

**Authorization:**

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

---

 Applicant's Signature

---

 Date