 Job Description

Position Title: Nutrition Manager

Department: Long Term Care- Grey Gables, Lee Manor, Rockwood Terrace

Reports To: Executive Director

## Purpose

Reporting to the Executive Director, the Nutrition Manager is responsible for planning, coordinating, supervising and leading nutritional care services within the long term care home that supports the “Colour It” resident led philosophy of care. This includes the effective management of financial resources and the development of a strong dietary team that will deliver optimal care and service, based on legislative requirements and County of Grey Standards.

## Responsibilities

### General Administration

* Supports, interprets and incorporates the Corporate Long Term Care Mission, Vision and Values into all aspects of nutrition services
* Supports the implementation and delivery of the nutritional care and hydration programs including the identification of and interventions associated with weight changes, menu planning, food production, dining and snack service
* Ensures that all dietary staff function within their scope of practice and demonstrate knowledge and skill required for the work
* Establishes systems to ensure all standards and regulations, such as Ministry of Health and Long Term Care, Public Health, and County of Grey are adhered to on an ongoing basis
* Participates on committees, including but not limited to Wound and Skin and Professional Advisory Committee(s) and attends the Corporate Nutrition Manager meetings
* Participates in strategic planning and accreditation activities

### Human Resources

* Participates in the recruitment, orientation, and performance management process in accordance with County of Grey standards for all employees in the dietary department.
* Completes the written performance appraisal for dietary staff
* Review and update job descriptions, responsibilities and routines for the department
* Completes scheduling and time card approval
* Conducts staff meetings on a regular basis to ensure clear dissemination of information and expectations
* Provides direction and corrective intervention with employees in performance ensuring employees are adhering to organizational and departmental policies, procedures, work routines and safety practices
* Facilitates the staff in-service program based on legislated requirements and identified need

### Financial Accountability

* Participates in the development and management of the annual dietary operating and capital budget
* Ensures there is effective and efficient procurement and supply control procedures within the dietary department
* Ensures procurement of food and supplies

### Quality Management

* Provides leadership and direction to implement all aspects of the Quality Assurance and Risk management program as it pertains to the dietary department
* Establishes processes and accountability for completion of monthly audits, analysis of results and development of improvement plans as required to address quality care and service issues
* Makes recommendations for corrective action to reach the corporate mean for clinical indicators

### Care Coordination

* Completes resident nutritional screening, assessment, planning, monitoring, evaluation
* Monitors diet and texture modifications to ensure appropriateness for individual resident’s medical condition(s), personal needs and quality of life.
* Ensures the development of an individualized menu for residents whose needs cannot be met through the homes menu cycle
* Supports evidence based nutritional care practice and research activities that will enhance resident care delivery
* Participates as part of the interdisciplinary team through team meetings and care conferences
* Ensures the completion of quarterly summaries and MDS assessments as required

### Family & Resident Relations

* Ensures that all staff foster positive customer service with residents and families in their day to day work
* Ensures ongoing communication with families to inform them of changes in nutritional status
* Provides education to residents and their family members.

### Community Relations

* Establishes and maintains positive communication with community stakeholders

### Occupational Health & Safety

* Observes work patterns and ensure safe working practices are adhered to at all times
* Ensures that all dietary staff are properly trained and aware of emergency fire and disaster procedures
* Ensures dietary staff perform pre start up inspections on all equipment requiring same
* Conducts safety audits in the dietary department

### Ministry of Health Compliance

* Fosters good working relationships with the Ministry of Health and Long Term Care
* Interprets and implements processes and systems to ensure compliance to all standards on an ongoing basis
* Ensures sustainability of systems and processes to achieve compliance.
* Completes and executes compliance plans as needed

## Working Conditions

A modern facility, temperature controlled, smoke free environment with a combination of natural and fluorescent lighting. Some disruption to lifestyle resulting from extra hours spent dealing with and responding to emergencies and attending meetings. Required to meet deadlines

## Contacts

### Internal Working Relationships

Internal working relations with the Leadership Team, Front Line Staff, Registered Dietitian, Residents, Medical Director and attending physicians.

### External Working Relationships

External working relations with Resident Families/Power of Attorney, Inspection Agency/Governing Body Representatives (i.e. Public Health, Ministry of Health), sales representatives

## Knowledge and Skill

* Member of the Canadian Society of Nutrition Management (CSNM), or a Registered Dietitian of Ontario
* Graduate of a two year CSNM accredited program in Food and Nutrition Management or equivalent
* A minimum of three (3) years recent work experience with varied responsibilities for clinical, administrative and supervisory duties, preferably in a long term care setting
* Must possess excellent leadership, team building and communication skills
* Must have a sound clinical skills and knowledge of gerontological nutritional care practices
* Must be proficient in Microsoft Office Suite, internet use and computerized documentation
* Must be familiar with MOHLTC program standards and RAI-MDS

## Impact of Error

Errors in organization and administrative services would have a negative nutritional health impact on the residents, resulting in complaints from residents and/or their families, altered health status and non-compliance with governing bodies. Improper supervision could result in unsafe food service practices and poor fiscal management.