



Couchiching Family Health Team

HOOPP: Effective April 25, 2026, the CFHT is a participating employer of the Healthcare Ontario Pension Plan ("HOOPP").

Position: **Registered Dietitian (1.0 FTE Permanent with Benefits)**
Reports To: **Chronic Disease Manager**

Position Summary:

As a key member of the Couchiching Family Health Team (CFHT) and an integral part of an inter-professional health care team, the Dietitian will provide medical nutritional therapy that includes assessment, intervention, monitoring and evaluation of individualized nutritional care plans.

The Dietitian reports to and is responsible to the CFHT Chronic Disease Manager, and in their absence, to the CFHT Director of Clinical Services. The Dietitian will work as part of an interdisciplinary team, engaging in health promotion, disease prevention and chronic disease self-management activities. The Dietitian will provide nutritional care in both individual and group settings for a variety of patient populations, including those with high risk, complex and chronic diseases. The Dietitian will apply an anti-oppressive lens in supporting diverse patients, including those facing systemic barriers.

Why Join Us:

Join a collaborative, team-based primary care environment focused on improving access and continuity of care in the community, and be part of a progressive organization advancing Ontario Health's *Primary Care for All* initiative.

Roles and Responsibilities:

Duties of the Dietitian will be divided into 2 categories; Clinical and Administrative. The Registered Dietitian will be encouraged to operate within the scope of practice. They will be encouraged to work cooperatively with all members of the health care team and physicians in the promotion of patient health and prevention of disease.

Clinical:

- Collect and review pertinent information from the EMR (electronic medical record) and patient/caregiver interviews
- Determine nutritional priorities and develop comprehensive, patient centered nutrition care plans through clinical assessment
- Provide patient education and counselling on a variety of nutrition topics including but not limited to diabetes, hypertension, dyslipidemia, inflammatory bowel disease, food allergies/intolerances, pediatric and perinatal nutrition
- Have a key role in the CFHT Diabetes Education Program
- Utilize effective patient centered educational resources and develop additional tools as required
- Provide nutritional care according to best practice guidelines using both individual and group treatment modalities

Administrative:

- Able to work flexible hours, including evenings, if required
- Assist with home visits by adhering to the Home Visit Policy Guidelines, if required
- Plan for future clinic needs to ensure that CFHT clinical goals and objectives are met
- Collaborate with the Chronic Disease Manager to maintain a quality assurance program and best practices
- Prepare quarterly reports and monitors daily statistical data to ensure statistics are reported to Ontario Health in a timely fashion
- Prepare work schedule to ensure efficient use of time
- Receive patient phone calls and provide consultation and follow up appointments as needed
- Collect accurate and comprehensive patient related information and document in the EMR (electronic medical record)
- Complete documentation to facilitate care for patients (ie: reports, referrals, forms etc)
- Maintain an organized appointment schedule
- Participate in program planning and evaluation as part of a team
- Review referrals from physicians and other providers and triage appropriately
- Keep program literature and TV information up to date on a regular basis

Skills/Knowledge Requirements:

- Maintain and upgrade knowledge and skills on a regular basis
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act
- Maintain current knowledge of policies and procedures
- Work in compliance with Health and Safety laws adhering to safe work practices and procedures established by the CFHT
- Strong verbal and written communication skills
- Ability to adjust language and terminology appropriately to suit the individual or group (including cultural sensitivity)
- Demonstrated knowledge of culturally responsive care, ability to work across difference and experience, supporting equity-deserving patients
- Strong planning and organizational skills
- Strong clinical and assessment skills; demonstrated ability to utilize best practices for nutritional management of a variety of clinical conditions
- Ability to develop collaborative patient centered goals for nutrition intervention
- Autonomous and able to function with minimal supervision
- Ability to prioritize, manage time and be flexible in an active work environment
- Model the values and philosophy of the CFHT
- Work toward the principles of the inter-professional/collaborative model of care
- Other duties as required

Education/Specific Job Requirements:

- Baccalaureate of Science in Nutrition or equivalent required
- Completion of an accredited dietetic internship required
- Registered Dietitian with the College of Dietitians of Ontario required

- Membership with Dietitians of Canada, preferred
- Certified Diabetes Educator (CDE) designation an asset (or interest in obtaining same)
- Demonstrated proficiency in adult education and teaching
- Demonstrated proficiency in diabetes nutritional assessment, management and education
- Flexibility to work evenings, if required
- Police Record/Vulnerable Sector Check
- It is a condition of employment that you receive the necessary vaccinations to protect against infection of COVID-19, or any similar infectious diseases, which may be recommended by governmental and public health authorities from time to time

Experience:

- A minimum of 2 years of clinical working experience
- Clinical experience working collaboratively with a community-based agency preferable
- EMR (Electronic Medical Record) experience an asset (PS Suite)
- Experience working with Primary Care, an asset
- Teaching and experience facilitating treatment groups an asset

The Couchiching Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. The CFHT is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in our recruitment process, please advise the interview coordinator of any accommodations. The CFHT has an Accommodation Policy and Procedure to ensure you have access to a fair and equitable process. While we thank all applicants, only those contacted for an interview will be acknowledged.

Please submit resume and cover letter to careers@cfht.ca. Please indicate the position you are applying to in the email.

Only those selected for an interview will be contacted.

Apr 2024

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