**Posting** for the New Brunswick Association of Dietitians for **Westford Nursing Home**

**Job Summary**: This part-time 0.2 reports to the Executive Director (ED), the Dietitian acts as a resource person and is responsible for planning the menu to meet  
the nutritional needs of the residents. The Dietitian organizes and  
implements operations for food services in accordance with  
professionals and provincial standards, Public Health licensing  
requirements and established policies of Westford. He/she also assists  
the ED and Department Heads in identifying goals and objectives and  
suggesting the implementation and evaluation of dietary programs.  
  
**Responsibilities:**  
  
Recommend dietary goals, objectives, programs, systems, standards, new  
products and equipment.  
Assess and revise the nutritional status of all residents, on an ongoing basis.  
Provide in-service training to Westford employees.  
Submit audit reports as required.  
Participate in multi-disciplinary care meetings and other committees, as  
required.  
Plan regular and therapeutic diet menus with input from the residents and  
dietary staff.  
Facilitate the weekly grocery order to meet nutritional needs and budget.

Work cooperatively in an interdisciplinary team setting under the philosophy of  
participative management.  
Participate in recruitment and orientation of new dietary personnel.  
Ensure that the dietary procedure manual (online) is kept current.  
Ensure that knowledge and skills are consistent with current practice and  
technology.  
Implement policies and procedures regarding fire and disaster plans, infection  
control, WHMIS and Quality Management.  
Ensure that performance is based on facility policies, procedures and practices.  
Ensure that all work done is in compliance with requirements set out in the  
OH&S Act & Regulations and Westford’s Health & Safety Program.  
Make efficient use of supplies, equipment and time.

Ensure that confidentiality is respected and promote positive public relations.

Assume other related responsibilities at the request of the Executive Director.

**Education**: A bachelor’s degree in food and nutrition. Must be registered and a member in good standing with the **New Brunswick Association of Dietitians** and pass the Canadian Dietetic Registration Examination.

**Experience:** Related experience preferred.