



**Dietitian/Nutritionist  
PROGRAM**

**Title**

Dietitian/Nutritionist– PROGRAM

**Scope of Responsibilities**

The Dietitian/Nutritionist is responsible for assisting schools in the planning and implementation of programs, projects and activities that support the implementation of the Food and Nutrition Policy for Nova Scotia Public Schools, in order to increase student access to healthy, safe, affordable foods. The Dietitian/Nutritionist will also assist schools in organizing and implementing school breakfast programs in accordance with the provincial breakfast program standards outlined by Nourish NS. The Dietitian/Nutritionist is part of a multidisciplinary team, works with a variety of school-based and external partners and reports directly to the Facilitator, Curriculum Implementation.

**Competencies Required**

The Dietitian/Nutritionist shall have the following competencies:

- (a) The ability to apply a knowledge of the Healthy Eating Nova Scotia Strategy and food distribution systems in Nova Scotia;
- (b) The ability to apply a knowledge of the Public Schools System and various types of school food services, including breakfast programs, edible school gardens and cafeteria services;
- (c) The ability to apply knowledge of the population health and community development approach to address nutrition related concerns and issues;
- (d) The ability to work independently and to identify and develop appropriate courses of action;
- (e) The ability to work in a variety of roles as supporter, facilitator, leader, mentor or partner and build and develop effective working relationships at varying levels of the organization and with external partners;
- (f) The ability to work and communicate effectively within a team environment;
- (g) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (h) Strong interpersonal, oral and written communication skills;
- (i) The ability to utilize technology such as the Microsoft Office Suite;
- (j) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with schools, students, parents/guardians, community partners, government agencies and any other groups/individuals involved in school food programs;
- (k) The ability to apply knowledge and experience in writing grant proposals and grant management;
- (l) The ability to apply financial skills to participate in budget planning and monitoring;
- (m) The ability to maintain confidentiality;
- (n) The desire and ability to engage in continuing education and professional development.

**Qualifications**

- (a) Undergraduate degree in Food and Nutrition from an accredited institution;
- (b) Current license and registration with the Nova Scotia Dietetic Association;
- (c) Experience with school community or institutional nutrition programs with a focus on children and youth;
- (d) Certification in Food Safety Training and/or Trainers status is an asset;
- (e) Food Handlers course is an asset;
- (f) A valid Nova Scotia Driver's License and vehicle as travel is required.

**Specific Job Components**

The Dietitian/Nutritionist shall perform the following tasks as determined by the Facilitator, Curriculum Implementation. These tasks may vary, from time to time, with the evolution of the program and may include but not be limited to the following:

- (a) Assist schools seeking to implement and sustain school nutrition programs and advise them on assessing and further developing school-based capacity;
- (b) Assist schools with their ongoing implementation and maintenance of school breakfast programs (i.e. how to get started, menu choices, purchasing food and supplies, equipment needs, food safety, and funding, volunteers and donations);
- (c) Collaborate with schools in the implementation of the Food and Nutrition Policy for Nova Scotia Public Schools, and advise schools on strategies and ways to adapt current school food practices to those that are consistent with the Policy;
- (d) Respond to requests for information regarding the Food and Nutrition Policy for Nova Scotia (i.e. menu planning, which foods fit and where they can be easily purchased, affordable pricing and a listing of specific fund-raising products that fit the Policy);
- (e) Engage with school communities to identify internal and external factors that may impact the implementation of the Food and Nutrition Policy for Nova Scotia Public Schools and the Provincial Breakfast Program in order to seek out and recommend appropriate program delivery methods;
- (f) Work closely with the HRCE Curriculum Implementation team and with external partners to coordinate school-based activities and support related to the implementation of the Food and Nutrition Policy for Nova Scotia Public Schools and the Provincial Breakfast Program;
- (g) Work with colleagues and public health partners to develop HRCE Health Promoting Schools (Healthy School Communities) action plans;
- (h) Manage the distribution of grants and ensure budget maintenance and accountability;
- (i) Keep up-to-date with best practices, current trends and information/programs available as they relate to food and nutrition;
- (j) Other responsibilities as determined by the Facilitator, Curriculum Implementation.