



Position Description

# Dietitian

**pathways**  
*ahakoa te aha*

**real**  
*ahakoa te aha*

Last revised date: July 2024

## About Pathways, Real and the Wise Group

At Pathways, we provide community-based mental health and wellbeing services throughout New Zealand. We support people to live well and be part of the communities of their choice by providing a range of support services around practical daily living, leading a healthy life, employment, and housing. Pathways was established in 1989, introducing a new model of care to the mental health sector. Today, with our inspirational purpose of ‘supporting people to live full lives; hopeful and connected to what matters’, we’re continuing to lead, innovate and pioneer new ways of working.

At Pathways we believe in upholding the articles of Te Tiriti o Waitangi and recognise it as the founding document of Aotearoa. We have a rautaki Māori. This is the platform that sets our expectations and approaches for addressing equity. The articles of Te Tiriti inform how we develop and design our kawa to ensure the mana of kaimahi, tāngata whai ora, taiohi and whānau remain upheld. Te reo Māori me ona tikanga influences our organisation. This means our practices, approaches, organisational rhythms and celebrations are informed by Māori tikanga.

We believe everyone can recover and we’re here to do everything we can to support them in their recovery. Our wairua or spirit of ‘whatever it takes’ is not just a slogan on the wall for us, our employees live this spirit every day. While mental health is our priority, total wellbeing is our goal. We work to strengthen whānau. We’re all about hope, respect and providing personalised support that changes as people’s needs change. We are committed to working in a trauma informed way, recognising the impact trauma may have had on people & working with them to build resilience and protective factors. Join us on our journey of helping people live a life they love.

### Real

Real, the youth brand of Pathways, has been delivering services since 2010. At Real we believe mental wellness and wellbeing are possible for every young person. We are inspired by the dream that every young person can feel great about their future and help shape their community. We support young people to build resilience and wellbeing in youth-oriented, flexible, fun, and optimistic ways.

Real provides a range of community based and residential services nationally in partnership with Te Whatu Ora, Manatu Hauora and Oranga Tamariki. We seek to respond in ways which recognise and celebrate the mana of the young person. We help young people feel great by supporting them to build life skills, resilience, and strong connections with their whānau, friends and communities.

### The Wise Group

Pathways is part of the Wise Group, one of the largest non-government providers in Aotearoa New Zealand. The Wise Group is a family of charitable entities, all linked by a common dream – to create new opportunities for the wellbeing of people, vulnerable populations, organisations, and communities.

Being part of the Wise Group gives Pathways access to a wealth of resources and support, both from our shared business infrastructure services and from other entities in the Group.

## Position

<b>Reports to:</b>	Team Coach
<b>Location:</b>	Various locations across Aotearoa New Zealand
<b>Purpose:</b>	<p>Actively assist people using Pathways' services to reach and maintain optimum wellbeing through a model of empowerment. Provide effective support, education and clinical expertise to Pathways employees, tāngata whai ora, taiohi and whānau, ensuring best practice and internal and external standards are met or exceeded.</p> <p>The Dietitian will provide dietetic services to tāngata whai ora &amp; taiohi in Pathways and Real services which includes group education, individual consultation, and nutrition care planning in various settings. This role will work alongside a wider healthcare team to determine their nutrition knowledge and skills, and scope what teaching, and education is required for kaimahi, whai ora and taiohi to build a healthy eating environment.</p>
<b>Relationships (Internal):</b>	Pathways employees, Wise Group employees
<b>Relationships (External):</b>	Tāngata whai ora and taiohi (people using Pathways and Real services) and their whānau (families and support people), Te Whatu Ora and Te Aka Whai ora, other key stakeholders, external suppliers, Government agencies, and community agencies.



## Ohia nui *Inspirational Purpose*

We support people to live full lives;  
hopeful and connected to what  
matters to them



## Wairua

*Spirit*

Ahakoia te aha  
*Whatever  
it takes*



## Tūmanako tangata

*Character Attributes*

Aroha *Loving*  
Whakahonohono *Connected*  
Harikoa *Joyful*  
Tika *Authentic*  
Manako *Hopeful*  
Māia *Courageous*  
Māhorahora *Generous*  
Pou Piripono *Reliable*



## Mātāpono *Beliefs*

- Te Tiriti o Waitangi drives us to be pro-equity
- Living well is our goal, mental health and addiction is our priority
- We are part of great partnerships that deliver to people
- Peer support and lived experience are integral to what we do
- Helping everyone we support to have somewhere to live, something to do, something to hope for and someone to love
- Connected, diverse and compassionate communities build strength and resilience
- Our staff make the difference
- Sustainability influences our actions
- Evidence-based practice, tikanga and mātauranga underpins our mahi
- We invest in finding out 'What do you need right now?'

## Wero nui

*Greatest Imaginable Challenge*

Every person using our  
services achieves equitable  
access and outcomes

**pathways**  
*ahakoia te aha*

## Aronga matua

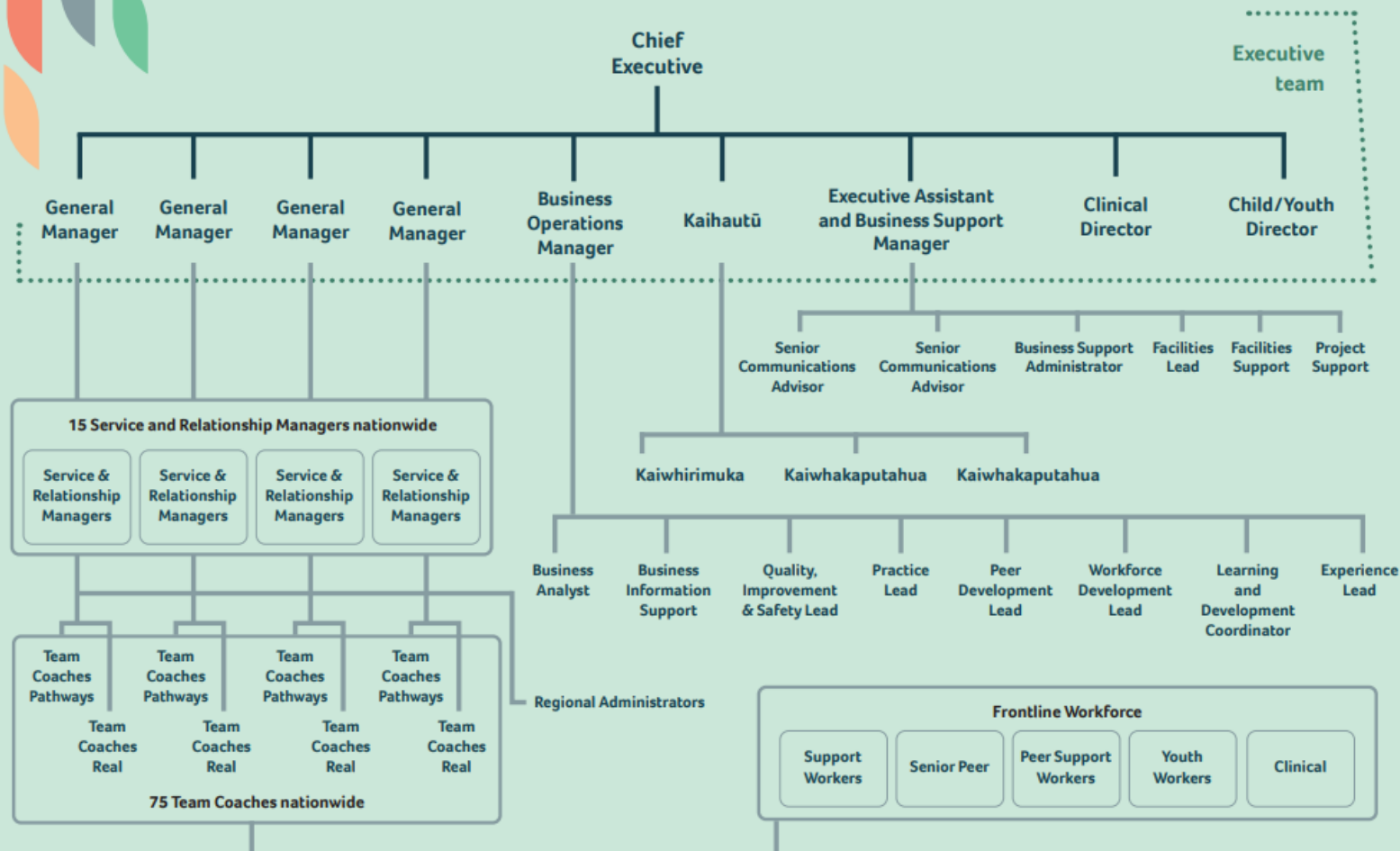
*Focus*

Front of mind,  
every day

## Pathways and Real leadership structure

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**real**  
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Business Support Service

**WMS**  
WMS MANAGEMENT SERVICES

Finance

People and Culture

Design and Digital

Information Services

Property Systems and Design

Project Management Office

Contracts & Legal

July 2023

## Requirements of the position

Focus	Activities	Outcomes
Assist individuals to reach and maintain optimum physical, emotional and spiritual wellbeing through a model of empowerment	<ul style="list-style-type: none"> <li>Ensure individual support/goal plans are developed and constantly reviewed in collaboration with all support stakeholders, incorporating person's physical, emotional and spiritual aspirations.</li> <li>Respond positively to people's strengths and celebrate achievement with the team and whai ora or taiohi through constant positive feedback.</li> <li>Communicate effectively with whai ora or taiohi to obtain feedback regarding their overall service satisfaction. Strive for improvement by implementing innovative ideas and solutions following feedback.</li> <li>Role model a focus on inspiring wellbeing and working to deliver innovative, responsive, high-quality services always.</li> <li>Develop effective and versatile methods of communication to ensure staff are aware of and consider people's needs.</li> <li>Ensure activities for people using Pathways' services are carried out as negotiated and are of a high standard, by actively assisting as required.</li> <li>Ensure that service provision has a whānau focus and that whānau engagement happens in your practice and service.</li> <li>Ensure that service provision is documented in a timely manner and to a high standard that honours the voice and experiences of people using services.</li> </ul>	<ul style="list-style-type: none"> <li>Goal plans reflect consideration of physical, emotional and spiritual wellbeing.</li> <li>Goal plans are developed collaboratively and well documented within Recordbase.</li> <li>Whānau engagement is high.</li> <li>Achievements are celebrated.</li> <li>Clinical records of service provision are of a high quality and other staff in the service are supported to document service provision to a similar standard.</li> </ul>
Provide high quality Dietetics advice and support	<ul style="list-style-type: none"> <li>Takes legal and professional responsibility for managing own workload and be able to independently adapt and make decisions regarding dietetic intervention.</li> <li>Carries out comprehensive assessment with whai ora, taiohi and whānau where appropriate. This may include use of standardised assessments to assist in assessment and intervention planning.</li> <li>Formulates and delivers individualised dietetic intervention using comprehensive clinical reasoning skills and in-depth knowledge of treatment approaches. This should take into account the personal</li> </ul>	<ul style="list-style-type: none"> <li>Dietetics practices are culturally safe with whai ora, taiohi and their whānau.</li> <li>Documentation is consistent with legal and organisational requirements.</li> <li>An awareness of health inequalities is front of mind, and evidence of implementing actions within own clinical practice towards reducing these for whai ora, taiohi and/or whānau.</li> <li>Any applicable/recognised best practice for dietetics</li> </ul>

	<p>goals of whai ora or taiohi and those of the wider health care team.</p> <ul style="list-style-type: none"> <li>Assesses the whai ora understanding of assessment, interventions and goals and gain informed consent for intervention, considering those who lack capacity (e.g. those with cognitive difficulties) or youth under the care of a guardian.</li> <li>Regularly reassess and evaluate whai ora or taiohi progress against identified goals and adjust intervention as situations change.</li> <li>Carries out regular clinical risk assessments for whai ora or taiohi and acts to effectively manage identified risks, seeking support where appropriate.</li> <li>Provides advice, teaching and instructions to carers, relatives, and other professionals to promote consistency of support being delivered.</li> <li>Contribute to kaimahi knowledge of dietetic and nutritional interventions and practices. Support kaimahi to be able to follow dietetic plans created for whai ora or taiohi.</li> <li>Maintains up to date knowledge of special purpose foods, vitamins, minerals and other medications able to be prescribed by dietitians and is competent at prescribing these.</li> <li>Review, advise and improve on menu plans developed by Pathways and Real services.</li> </ul>	<p>is evident in relevant clinical policies and practice guidelines.</p> <ul style="list-style-type: none"> <li>Participates in regular professional supervision in line with the Pathways requirements and/or professional Dietetics body.</li> <li>Participate in local audit and research projects as identified by Team Coach, or other clinical leaders to develop and improve service delivery, clinical practice or professional standards.</li> </ul>
<p>Support the operational management of the service in conjunction with the Team Coach</p>	<ul style="list-style-type: none"> <li>Support the effective day to day running of services, in collaboration and coordination with Team Coach or Service and Relationship Manager.</li> <li>Develop and maintain collaborative, communicative relationships with external services.</li> <li>Ensure standard operational matters regarding external agencies are dealt with in a professional and timely manner. Any complex issues are dealt with in conjunction with the team coach or service and relationship manager.</li> <li>Using Power BI making sure that service information intelligence is used to understand and improve service delivery.</li> <li>Provide effective after hours/ on call support for people using Pathways services, as required.</li> </ul>	<ul style="list-style-type: none"> <li>People using Pathways' and Real services are well supported by all team members.</li> <li>The operational activities of teams that relate to service provision are well achieved.</li> </ul>

<p><b>Provide support and education to other team members to ensure service delivery is innovative, responsive and of a high quality - provided in accordance with current best practice, professional competencies and relevant internal and external standards</b></p>	<ul style="list-style-type: none"> <li>• Attend and provide clinical expertise to service review meetings, ensuring employees receive appropriate support/education with a clinician in attendance.</li> <li>• Provide accurate and clear information to employees on current best practices that focus on recovery.</li> <li>• Emphasise the development of individual responsibility and self-care and personal wellbeing.</li> <li>• Ensure personal knowledge is up-to-date and seek opportunities to share knowledge with whai ora, taiohi and other employees, ensuring knowledge inspires and empowers others.</li> <li>• Monitor all procedures in relation to clinical work to ensure the activities continue to meet organisational needs. Any improvement which can be made to existing procedures will be documented in an improvement request or discussed with the Team Coach.</li> <li>• Develop and implement innovative quality improvements to ensure the service offered is highly regarded.</li> </ul>	<ul style="list-style-type: none"> <li>• Education is provided to staff in models that focus on recovery and wellbeing.</li> <li>• Attention is paid to own learning and sharing of information with staff and people using Pathways or Real Services.</li> <li>• On-call duties across services are delivered to a high standard.</li> </ul>
<p><b>Develop effective networks to ensure the service user pathway is seamless</b></p>	<ul style="list-style-type: none"> <li>• Ensure referrals are managed to completion and information required at referral is complete and entered into our client information management system.</li> <li>• Develop and maintain effective relationships with GPs, community agencies, Kaupapa Māori and Iwi services, Te Whatu Ora inpatient and Community Mental Health Teams, and whānau.</li> <li>• Use strong relationships and networks to deliver collaborative and effective services.</li> <li>• Actively contribute to the coordination of excellent internal service delivery by attending and actively participating in management meetings, team meetings and clinical care and other meetings as required.</li> <li>• Ensure the service offered has a focus on community health and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• All procedures regarding referral and assessment are undertaken in a timely manner.</li> <li>• Seamless service delivery occurs by ensuring all key support people are kept fully informed of all relevant information.</li> </ul>
<p><b>Relationship and network development</b></p>	<ul style="list-style-type: none"> <li>• Build direct relationships with Pathways stakeholders.</li> <li>• Maintain positive relationships with Wise Group staff and other Group members to support quality service delivery, and synergy</li> </ul>	<ul style="list-style-type: none"> <li>• Strong, effective and continuing relationships increase the impact of your practice and of service provision.</li> </ul>



	<p>across the group.</p> <ul style="list-style-type: none"> <li>• Work in partnership with others to supplement information which is already available.</li> <li>• Consult and engage across all areas in the organisation, mental health and addiction sector and other relevant forums to promote integrated and collaborative service provision.</li> </ul>	
<b>Contribute to the ongoing success of Pathways and Real including reputation for excellence and innovation</b>	<ul style="list-style-type: none"> <li>• Represent Pathways and Real in a professional manner at all times.</li> <li>• Ensure employment policies and procedures are followed.</li> <li>• Provide positive and effective participation and collaboration with other Pathways employees.</li> <li>• Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively live Pathways' and Real values &amp; philosophies.</li> </ul>
<b>Work in a culturally safe and respectful manner incorporating the principles of the Treaty of Waitangi, and being mindful of the cultural diversity of our communities</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and application of the articles of Te Tiriti.</li> <li>• Undertake all interactions in a respectful and culturally appropriate and sensitive manner.</li> <li>• Seek guidance regarding tikanga and culturally specific models, approaches and behaviors from appropriate sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates behaviour that recognises and is consistent with equity principles and practices.</li> <li>• Proactively provides service provision to Māori whānau.</li> <li>• Builds competence in working with Māori whānau.</li> <li>• Contributes to a positive team environment.</li> </ul>
<b>Provision of other related duties within capability, as assigned by your manager</b>	<ul style="list-style-type: none"> <li>• Performs other related duties within individual's capability as assigned by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• "Can do" attitude - operates as a team player and willing to perform any task required to support the organisation, business partners and other key stakeholders.</li> </ul>
<b>Be your very best</b>	<ul style="list-style-type: none"> <li>• Plan regular uninterrupted times to meet with your manager to review your 90-day plan and seek feedback on performance.</li> <li>• Actively attend and participate in regular coaching with your manager.</li> <li>• Actively develop personal leadership skills.</li> <li>• Develop a learning and personal development plan with your manager and implement this plan as agreed.</li> <li>• Share knowledge gained from professional development experiences.</li> <li>• Role model a healthy lifestyle.</li> </ul>	<ul style="list-style-type: none"> <li>• You are well prepared for any forums and meetings, sharing what's working and bringing ideas for continual improvement.</li> <li>• Your skills are current and your innate curiosity means that you are always seeking new learning opportunities.</li> <li>• You demonstrate behaviour that is consistent with equitable practices.</li> </ul>
<b>Think and Act as One</b>	<ul style="list-style-type: none"> <li>• Participate in creating a culture of 'think and act' as one.</li> </ul>	<ul style="list-style-type: none"> <li>• The Wise Group based services feel connected to</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively participate in and contribute to national leadership forums and regional meetings.</li> <li>• Represent Pathways, Real and the Wise Group in a professional manner at all times.</li> <li>• Provide positive and effective participation and collaboration with other parts of the Wise Group</li> <li>• Take responsibility for executing assigned tasks and projects in accordance with agreed performance standards.</li> </ul>	<p>each other's work and each other.</p> <ul style="list-style-type: none"> <li>• You are highly regarded for your contribution regionally to the organisation.</li> <li>• The service continually repositions itself to meet perceived future need.</li> <li>• Projects and tasks are completed within agreed timeframes to agreed standards.</li> </ul>
Be committed to safety and wellness in the workplace	<ul style="list-style-type: none"> <li>• Take responsibility for personal wellbeing and health management within the workplace.</li> <li>• Comply with legal obligations and safety and wellbeing policies and procedures.</li> <li>• Role model excellent safety and wellbeing practices by reporting identified workplace incidents, near misses and/or hazards through the safety and wellbeing system as per Wise Group safety and wellbeing policy and procedure.</li> <li>• Be committed to safety and wellbeing by following the Wise Group roles and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe for self and others.</li> <li>• Policies and procedures are understood and followed as designed.</li> <li>• All safety and wellbeing reportable events are accurately reported within specified timeframes.</li> </ul>

## Accountabilities

Authority	<ul style="list-style-type: none"> <li>• Financial – Nil</li> <li>• Operational - Nil</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

## Know how

	Essential	Preferred
Practical and Technical Knowledge	<ul style="list-style-type: none"> <li>NZ Registered Dietitian with current annual practicing certificate.</li> <li>Excellent written and verbal communication skills</li> <li>Attention to detail, particularly with regard to written documents.</li> <li>Excellent time management, organisation, and file maintenance.</li> <li>Actively communicates outcomes or progress.</li> <li>Demonstrated capability in working with Māori whānau.</li> <li>Full, clean NZ driver's license.</li> </ul>	<ul style="list-style-type: none"> <li>Member of Dietitians New Zealand – Professional Association.</li> <li>Innovative and problem solving.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum two years clinical practice as a Dietitian.</li> <li>Maintains competency to practice through identification of learning needs and Continuing Competency (CC) activities, compliant with professional registration requirements.</li> <li>Working knowledge of Microsoft Office suite, including MS Teams and SharePoint.</li> </ul>	<ul style="list-style-type: none"> <li>Work experience in the Mental Health and Addiction support sector.</li> <li>Ability to learn new computer programmes and skills.</li> <li>Delivering support to reduced health inequities for Māori.</li> </ul>