



Role description

Role details

Job ad reference:	SC673118	Closing date:	Sunday, 3 January 2027
Role title:	Nutrition Assistant / Clinical Assistant – Talent Pool	Classification:	CA3
Unit/branch:	Nutrition and Dietetics		
Employment type:	Fix Term Temporary Part time and casual positions available	Salary:	\$34.53 - \$36.30 p.h. (p/t) \$43.16 - \$45.37 p.h. (casual)
Work environment	Various locations across the Sunshine Coast Hospital and Health Service Service delivery may require this role to work across other locations within the Sunshine Coast Health (SCH). Future vacancies across the SCH of a permanent or temporary, full time or part time nature may also be filled through this advertisement, for up to 12 months.		
Contact name:	Sarah Phillips		
Contact details:	sarah.phillips4@health.qld.gov.au / 52028502		
<i>“Sunshine Coast Health respectfully acknowledges the Traditional Custodians, the Kabi Kabi (Gubbi Gubbi) and Jinibara peoples on whose land we provide our services. We also pay our respects to the Aboriginal and Torres Strait Islander Elders, past, present, and future. We recognise the strength and resilience that Aboriginal and Torres Strait Islander people and their ancestors have displayed in laying strong foundations for the generations that follow.”</i>			

Your opportunity

We're excited to welcome a Nutrition Assistant to our Nutrition and Dietetics team.

To assist with the provision of nutrition care for inpatients of SCHHS, conducting nutrition screening, arranging appropriate nutrition in accordance with established standards, and working closely with dietitians as part of a multidisciplinary team to deliver high quality patient care.

Food service systems vary across the SCHHS – Gympie Hospital currently uses a paper-based menu management system, and SCUH and NGH use the online menu management system Chefmax.

This position is part of the Allied Health Service Delivery Model (AH-SDM) which is based on an integrated, decentralised professionally led approach.

The Nutrition Assistant reports operationally and professionally to the Director Nutrition and Dietetics who delegates reporting responsibilities to the Assistant Director of Nutrition and Dietetics and works closely with Food Services team to meet nutritional needs of patients.

Allied Health Structure

Sunshine Coast Health employs over 1300 Allied Health Professionals, Clinical Assistants, and other associated team members in several organisational structures. They can be located across all facilities and directorates; hence a robust governance model is imperative to ensure staff and patients are well supported, services are safe, and outcomes met. Allied Health staff work mostly under either a centralised profession-based model, or a dispersed multidisciplinary team (MDT) model. This means there is a mix of governance models applied across the Clinical Services Directorates.

Clinical Services Directorates include:



Integrity



Compassion



Accountability



Innovation

**Sunshine Coast
Health**



**Queensland
Government**

- Allied Health Service Delivery Model (AH-SDM)
- Cancer Care Services
- Community and Preventative Health
- Emergency, Access, Flow and Support Services
- Medical Imaging
- Medical Services
- Mental Health and Specialised Services
- Surgery and Critical Care
- Women's and Children's Services

The AH-SDM is an allied health service that is professionally and operationally led by the Executive Director Allied Health (EDAH), with Profession Directors for the larger disciplines. Therefore, many allied health staff are employed within a Professional Directorship model. The Profession Directors hold both professional and operational accountability for the majority of FTE within their profession. The AH-SDM predominately operates through an in-reach model to support Medical Services, Surgery and Critical Care Services, Cancer Care Services, parts of Community and Preventative Health (Palliative Care, Glenbrook RACF and Community Rehab) and Emergency, Access, Flow and Support Services.

Alternatively, allied health staff within Mental Health and Specialised Services, Women's and Children's Services, Persistent Pain, and parts of Community and Preventative Health (Chronic Conditions and Transition Care) report operationally to an MDT team leader but professionally to the EDAH and their respective Profession Director. Some interventional and diagnostic practitioners (e.g. Medical Imaging and Clinical Investigations) report operationally to a Profession Director and Services Directorate management, and professionally to the EDAH and their Profession Director.

Your responsibilities

- This position requires you to adhere to *National Safety and Quality Health Service (NSQHS) Standards* and the Sunshine Coast Health Safe Care Framework, which has been developed in collaboration with staff, consumers and key stakeholders to enable our vision of health and wellbeing through person-centred care.
- Correctly complete meal orders for patients, providing information regarding menu items, guidance for special diets, and ensuring the menu is in accordance with dietary requirements.
- Communicate effectively with patients, Nursing Staff, Dietitians, Food Service staff, Speech Pathologists and other staff as relevant to assist with improving nutritional care of patients, particularly those on special diets and/or with poor nutrition status.
- Conduct nutrition screening and other activities as directed by the Dietitian/s to assist with assessing and improving nutritional status of patients for example lunch time rounds, food charts and individual review of patients receiving extra items.
- Refer relevant patients e.g. with prolonged poor intake, poor nutrition, extensive/complex dietary concerns promptly to the Dietitian/s for further assessment.
- Undertake activities to improve knowledge regarding nutrition, diet-disease relationships and food service for hospital patients.
- Participate in quality and research activities as directed to improve nutrition care of patients.
- Work cooperatively and effectively through active participation in multidisciplinary teams and with patients/clients, their families, carers and other relevant stakeholders to provide high quality patient care and positively influence culture.
- Adhere to relevant expectations outlined in the SCHHS and Allied Health Governance Framework and Business Rules documents to ensure that best patient outcomes are achieved in a transparent, ethical and accountable manner.
- Fulfil the responsibilities of this role in accordance with Sunshine Coast Health Values.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, work health and safety and ethical behaviour.
- Follow defined service quality standards, work health and safety policies and procedures relating to the work being undertaken to ensure high quality,

safe services and workplaces and manage all information in accordance with legislation, standards, policies, and procedures.

Mandatory requirements:

- Pre-employment screening, including criminal history checks, may be undertaken on persons recommended for employment.
- Successful completion of a recognised Diet / Nutrition Assistant training course, e.g. Certificate III or IV, is highly regarded.

Disclosure of Serious Disciplinary History

- Under the *Public Sector Act 2022*, applicants are required to disclose any previous serious disciplinary action taken against them.

Vaccine Preventable diseases

- Employees of Sunshine Coast Health have an obligation under the *Public Health Act 2005* s.151(1) to take reasonable precautions and care to minimise risk of infection to other persons.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - hepatitis A (plumbers only)
- It is a condition of employment in this role for new employees to undertake a tuberculosis screening, to identify if the tuberculosis vaccination may be required in accordance with the Queensland Health Protocol.
- Staff that enter clinical areas (e.g. inpatient units, outpatient units, procedural suites) and/or undertake direct contact with patients or a patient's environment or working in areas where there is an infection control risk (e.g. food handling areas) must be bare below the elbows at all times whilst in these areas. Failure to comply with this mandatory requirement may lead to disciplinary action.

Blue Card

- This role provides health, counselling and support services and is deemed regulated employment under the *Working with Children (Risk Management and Screening) Act 2000*. You must hold a Working with Children Blue Card prior to appointment to this position, unless otherwise exempt.

Manual handling

- This position requires the incumbent to undertake manual handling tasks that may include pushing, pulling, lifting, bending, reaching above shoulder height, and reaching to the floor.

Working arrangements

- This position may require you to work weekends and public holidays and a rotating roster as per departmental business requirements.
- The position may involve travel to various facilities within the Sunshine Coast Health.

How to apply

Please provide us the following information so we can check if you're a good fit for the role:

1. Your **resume**, up to two pages, including the names and contact details of two referees who know your skills, work ethic, attributes and suitability for this position, including conduct and performance within the previous two years.

2. A **statement, up to two pages** showing how your skills and experience align with the below section “How you will be assessed”.
3. A **one-page cover letter**, explaining your skills, personal qualities, and why you’re interested in the role.

How you will be assessed

You will be assessed on your ability to demonstrate the following key requirements, knowledge and experience. Within the context of the responsibilities described above under ‘Your role’, the ideal applicant will be someone who can demonstrate the following:

- A sound knowledge of nutrition, diet-disease relationships and hospital food service, with an ability to apply and improve this knowledge. Completion of relevant training, e.g. Certificate III or IV in Allied Health Assistant – Nutrition and Dietetics – is highly desirable.
- High level communication skills to interact effectively with patients, Dietitians, Food Service and other staff in the hospital environment.
- Ability to understand and respond to patient needs.
- Ability to contribute to quality improvement activities, supported by Dietetics.

Your employer – Sunshine Coast Health

At Sunshine Coast Health, we believe in supporting health and wellbeing through person centred care for all. We are here for our rapidly growing population, across the coastal and hinterland areas of the Sunshine Coast region. We care for our communities through Sunshine Coast University Hospital, Nambour General Hospital, Gympie Hospital, Maleny Soldier’s Memorial Hospital, and Caloundra Health Service which includes a Minor Injury and Illness Clinic. We also provide care at a number of community and mental health sites, as well as Glenbrook Residential Aged Care.

Across our varying environments and departments, our diverse team is connected through a shared vision of helping our community to heal. We put compassion, innovation, accountability, and integrity into what we do to make our communities healthier.

To learn more about [What it's like to work with us, including Workplace benefits, please visit the Sunshine Coast Hospital and Health Service Careers web page](#) [Careers | Sunshine Coast Health](#).

Our commitment to equity, diversity and inclusion

At Sunshine Coast Health we are committed to equity, diversity, and inclusion. We build a culture of respect, promote human rights, and aim to create a workforce that reflects the consumers and communities we serve.

We are an equal opportunity employer and welcome applications from everyone across gender, ethnicity, race, age, language, sexual orientation, disability, and family/caring responsibilities. We recognise the value that employees of different backgrounds, experiences, and perspectives bring across all levels of our organisation.

We believe in treating all job applicants and employees with fairness, dignity, and respect. Everyone in our organisation, from employees to visitors and contractors, must be treated equally and without discrimination, harassment, vilification, or bullying.

If you need support during the recruitment process, we’re here to assist. We understand that some people may need changes to the recruitment process, the way they work and the workplace environment. If you need support or adjustments, please let us know by reaching out to the contact person noted on the first page of the role description.

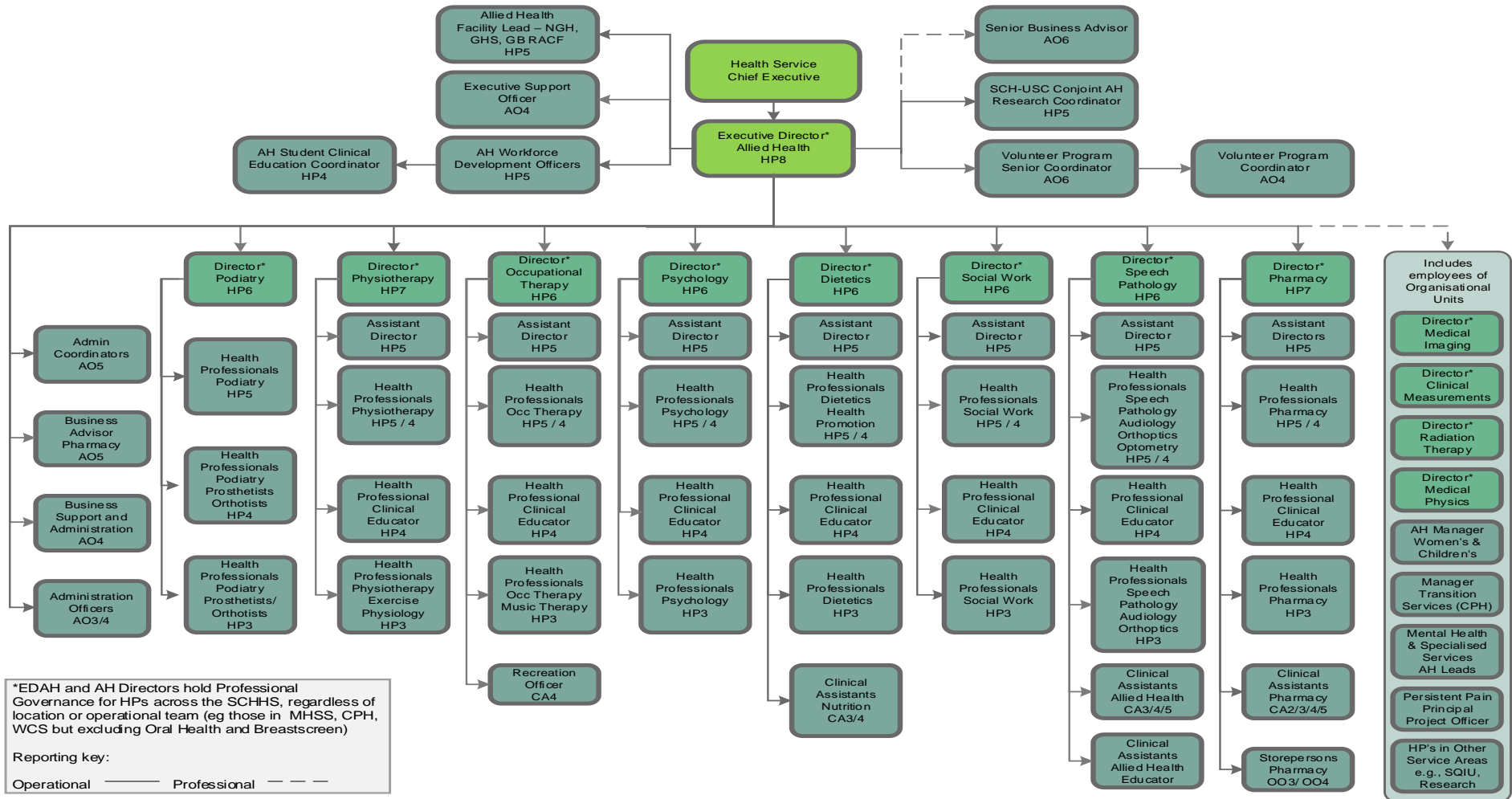
Our commitment to cultural safety, equity, diversity, and inclusion means that we value diverse applicants and your need for adjustments will not affect our hiring decisions.

What else you need to know

- Employees who are appointed to the Sunshine Coast Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who during their work reasonably suspect that a child or young person has been abused or neglected in any way at Sunshine Coast Health, at home or in the community must report their concerns as soon as possible to [Child safety services, Department of Communities](#), as required by law.
- In this role you may come across upsetting situations, events, topics, or materials directly or indirectly. This could happen when talking with consumers, stakeholders, or colleagues, reviewing materials, or visiting workplaces and certain environments. We have a range of psychosocial and physical safety controls in place for all Queensland Health workplaces, including strategies to manage the risk of employees being exposed to traumatic events, materials and/or vicarious trauma. We also support employees who are impacted by their work.
- Applicants will be required to give a statement of their employment as a lobbyist, as per the Public Service Commission Policy: [Lobbyist Disclosure Policy 2010](#) within one month of taking up the appointment.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](#)
- Applications will remain current for 12 months. If the duration of the vacancy is less than 12 months applications will remain current for vacancy duration.

Organisational Structure

Department of Allied Health



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