

Registered Dietitian

Full Time, Permanent, Existing Vacancy

Annual Salary \$68,988 - \$76,150

The Registered Dietitian (RD), as a member of the interdisciplinary team, is responsible for providing nutrition care and counseling to support the prevention, management, and treatment of chronic and acute health conditions. The RD participates in the development, implementation, monitoring, and evaluation of nutrition related programs and services offered by the Timmins Academic Family Health Team (TAFHT) for the identified rostered patient population.

Primary Responsibilities

- Evaluate patients' nutritional status to develop personalized care plans.
- Create evidence-based, client-centered nutrition care plans that support disease prevention and management (e.g., diabetes, hypertension, obesity, cardiovascular disease).
- Offer tailored dietary education and behavior change support through one-on-one and group sessions.
- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Work closely with healthcare providers to integrate nutrition care into the broader primary care plan.
- Contribute to team-based programs for conditions like diabetes, heart disease, and gastrointestinal disorders by providing ongoing dietary guidance and monitoring.
- Lead initiatives and workshops on healthy eating, weight management, label reading, and lifestyle modifications to enhance population health.
- Keep detailed, timely, and confidential documentation of all patient encounters, assessments, care plans, and follow-up actions in the electronic medical record (EMR) system.
- Identify social determinants of health, such as food insecurity, and connect patients with community resources or supports to address these needs.
- Exercise reasonable care and caution in protecting confidential and sensitive information related to patients and personnel.
- Ensure adherence to PHIPA.

Education, Qualification and Skills

- Current registration in good standing with the College of Dietitians of Ontario.
- Proficiencies in assessment, navigation, and program development.
- Strong leadership, able to prioritize workload, conduct research, evaluations, time management, problem solving with strong critical thinking, organizational skills, and the ability to work independently and/or in a team.
- Excellent verbal and written communication and interpersonal skills and experience and commitment to working collaboratively with other healthcare professionals.
- Experience in the use of Electronic Medical Record (EMR), preferably Practice Solutions, and Microsoft Word, Excel, Outlook an asset.
- Sound theoretical knowledge.
- Bilingualism French and English communication, spoken and written considered a strong asset.

Additional Job Requirements

- Must adhere to all TAFHT Policies and Procedures.
- Must be legally entitled to work in Canada.
- This position is in Timmins, ON, the position requires working in office and on site.
- As a condition of employment, you are required to submit proof of COVID-19 vaccination.
- Ability to travel within the community for work-related purposes using your own vehicle (employer-provided reimbursement for travel expenses).
- Current Ontario Driver's License.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

Why Join Our Team:

- Comprehensive Benefits Package - Enjoy health and dental benefits to support your well-being.
- Pension Plan (HOOPP) – Secure your future with the Healthcare of Ontario Pension Plan (HOOPP).
- Generous Vacation Package – Take advantage of a competitive vacation allowance to support work-life balance.

- Paid Time Off – Benefit from illness and personal days, float days, and paid time off between December 25 and January 1st.
- Exclusive Perks – Access discounts and special offers through Perkopolis.
- Professional Growth – Be part of a supportive and collaborative team committed to continuous learning and development.
- Meaningful Work – Make a direct impact on patient care and community health while working in a dynamic primary care setting.

This position reports directly to the Clinical Director. The location of this position could be the Administration, Algonquin West, 101 Mall, Algonquin East, Third Avenue site or any other location within Timmins. The employer reserves the right to modify the location/site. This position is a bargaining unit position, represented by OPSEU/SEFPO.

How to apply:

Qualified applicants are asked to forward their cover letter and resume to humanresources@tafht.ca.

For more information on our team and for a copy of the job description please visit our website at www.timminsfht.ca.

We thank all applicants for their interest in TAFHT, however, only those applicants selected for an interview will be contacted.

The TAFHT is committed to a fair and transparent hiring process. We do not use artificial intelligence (AI) or automated decision-making tools to screen, assess, or select candidates. All applications are reviewed by qualified members of our team to ensure a thoughtful and equitable evaluation.

TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal persons and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

TAFHT is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our office at 705-267-1993, or by email at humanresources@tafht.ca noting Accessibility Inquiry in the subject line, for appropriate accommodations to be made.

REGISTERED DIETITIAN (RD) JOB DESCRIPTION

Approved by: Executive Director

Effective Date: May 2012

Reviewed Date: July 2025

Position Summary

The Registered Dietitian at the Timmins Academic Family Health Team (TAFHT) is responsible for providing nutritional care to patients at moderate to high risk of disease or managing existing conditions. This role involves working with an Interprofessional Healthcare Provider (IHP) team to develop, implement, monitor, and evaluate nutrition programs and services for TAFHT patients.

Reporting Relationship

This position reports directly to the Clinical Director.

DUTIES & RESPONSIBILITIES

Assessment

- Screen and prioritize patient referrals.
- Review patient clinical information from referrals, lab reports, and health records.
- Conduct detailed consultations to assess patients' nutritional needs.
- Identify nutrition-related conditions and determine the best treatment approaches.
- Coordinate assessments to evaluate how nutrition impacts chronic disease risk or management.

Treatment/Management/Planning

- Develop personalized nutrition care plans based on thorough assessments and social determinants of health.
- Collaborate with physicians, nurse practitioners, and other IHPs to create and discuss care plans with patients and their families.
- Educate patients on how their diet affects their health and adjust teaching based on their needs.
- Monitor and evaluate patient progress and update treatment plans as necessary.
- Use patient screening information to assist in program planning.
- Document all treatment plans and interactions using patient health records.

Education/Advisory

- Involve patients in their own health decisions and encourage self-care.
- Help patients access community resources and advocate for their rights, including food security.
- Develop learning resources and educational programs for patients.
- Lead health education activities to support patients in achieving optimal health, including in a group setting.
- Mentor dietetic students on placement with TAFHT

Referrals/Collaboration

- Work with other healthcare providers to ensure comprehensive care.
- Refer patients to appropriate TAFHT services and community-based resources.
- Collaborate with IHPs on nutrition and health-related needs.

Other Responsibilities

- Stay updated on policies and organizational changes.
- Contribute to the efficient functioning of the organization and goal achievement.
- Follow established procedures and prioritize tasks effectively.
- Ensure compliance with PHIPA and other applicable laws and legislation.

- Promote TAFHT services.
- Prepare reports as required and requested.
- Communicate effectively with team members, patients, families, and community partners.
- Knowledge and proficiency in current, evidenced-based methods and practices in primary care.
- Engage in professional development and quality assurance activities.
- Actively participate in meetings, clinical projects, committees, research and special events as needed.
- Demonstrated ability to be open and non-judgmental.
- Perform occasional local travel within the community for business-related purposes.
- Perform other associated duties as required.

CORE COMPETENCIES

- Results-oriented and accountable.
- Strong problem-solving and organizational skills.
- Flexible and adaptable with excellent teamwork and collaboration abilities.
- Ability to maintain confidentiality.
- Effective presentation and teaching skills.
- Knowledgeable about current evidence-based practices in primary care, health promotion, and disease prevention.
- Strong leadership, mentoring, and communication skills.
- Understanding of social determinants of health and primary care settings.
- Ability to manage and prioritize work responsibilities effectively.
- Preferably strong written and spoken communication skills in both official languages.

EDUCATION & EXPERIENCE

- Undergraduate degree in Foods and Nutrition or a related field.
- Registration with the College of Dietitians of Ontario.
- 3-5 years of clinical counseling and community nutrition experience.
- Experience with Microsoft Office (Word, Excel, Outlook) and experience with Electronic Medical Records (EMR).
- Valid Ontario Driver's License.

WORK ENVIRONMENT

TAFHT – Sites

TAFHT strives to provide well-lit, well-ventilated clinical areas that are furnished ergonomically. Personal office space may be shared. The environment may vary depending on location. Ergonomics, health and safety will be a priority.

In Home Visits

This position may be required to provide primary care within the confines of a patient's home. These environments are not assessed beforehand, and it is the responsibility of the employee to assess the environment for health and safety risks. It is the policy of the TAFHT that no employee work in an environment they feel is detrimental to their health and/or safety.

Equipment Used

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, assessment tools, various teaching aids.

Other Reporting Relationships

This position collaborates with the TAFHT leadership team, physicians and other TAFHT employees and members to provide efficient, appropriate primary care to TAFHT patients. Collaboration with other community health partners may be required.

