



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Territorial Nutritionist	
Position Number	Community	Division/Region
49-13160	Yellowknife	Office of the Chief Public Health Officer/HQ

## PURPOSE OF THE POSITION

The Territorial Nutritionist applies human nutrition expertise to advance territorial population health priorities and initiatives. The position is responsible for developing, and evaluating comprehensive, integrated population nutrition and health promotion, public health and related nutrition policies, standards and evaluation frameworks as well as leading HSS response to food security. The position ensures appropriate emphasis is placed on nutrition issues as well as health promotion and disease prevention in order to guide direct service provider practice to achieve a healthier population in the Northwest Territories. These activities are carried out in accordance with legislation, regulations, policies, standard practice, and procedures as well as department and government-wide priorities.

## SCOPE

Located in Yellowknife, the Territorial Nutritionist reports to the Manager, Health Promotion, and is responsible to lead the development of territorial nutrition program and service standards, policies, and guidelines, and is accountable for high quality programs that promote health and well-being and safeguards the public from information that can harm residents.

As the sole nutrition advisor within the Government of the Northwest Territories (GNWT), the Territorial Nutritionist leads strategic and integrated initiatives related to food and nutrition, with links to social and health determinants, and in consideration of vulnerable populations. The position is influential in the design of regional, territorial, and national nutrition policy, programming, and practices. The position works with government departments and agencies as well as NGOs to promote sustainable food systems, prevent chronic diseases and to ensure nutrition-related practices and programs are evidence-based, effective and comprehensive. The position also represents the GNWT on diverse interdepartmental, interagency and national committees and working groups.



In carrying out duties and responsibilities, the position monitors local, regional, territorial, federal, and international advancements and activities in nutrition, population health, public health and health promotion. The position supports the Health Authorities in developing and evaluating nutrition programs and operational standards and policies. The position conducts research analyzes policies and programs and bases programs on evidence-based best practices.

The position employs strategic communications and teamwork. Work is conducted through interactions with departmental staff, senior management, health and social services authorities, other departments, clients, federal /provincial/territorial jurisdictions, and territorial/national NGOs and agencies. This requires constant communication with diverse groups, along with an ability to plan, meet deadlines and manage competing priorities and activities.

To ensure ongoing competencies, the position will include up to 150 hours per year of direct dietary guidance to clients, groups or communities,

Carrying and transporting resources materials and presentation displays (up to 5kg) may be required approximately once a month. The position is expected to travel approximately 5 times per year, with duration of travel ranging from 2 or more days. The travel may occur in challenging winter conditions on ice roads or to isolated communities in small aircraft.

## **RESPONSIBILITIES**

### **1. Creates, plans, develops, implements and manages nutrition programs, strategies and policies ensuring program delivery, and advice in a professional, scientifically accurate, culturally appropriate and timely manner.**

- Provides leadership and acts as the GNWT representative with regard to nutrition issues within and outside of the department and NWT. This includes chairing committees and providing expertise on nutrition guidelines for food, nutrition and dietetic programs and regional services.
- Guides and provides direction on issues related to food security, early childhood development and prevention of chronic diseases through well-established health promotion approaches.
- Develops, coordinates, and implements nutrition strategies using nutrition expertise and experience in all areas of nutrition sciences, programs, standards and regional services.
- Advises on the development of health promotion and prevention programs including but not limited to early childhood development, obesity, chronic disease prevention, food security and other nutrition issues throughout the lifecycle.



- Develops, implements, and evaluates short, medium and long-term work plans in accordance with departmental strategic, business and action plans such as the NWT Chronic Disease Prevention and Management Framework.
  - Establishes and maintains partnerships and collaborations with departmental staff, hospital and regional health and social services authorities, other departments, FPT organizations, Indigenous governments, NGO's, the private sector and the public, to facilitate the promotion of nutritional health/wellness and prevent chronic disease in order to produce the desired health outcomes. In particular, works with the NTHSSA Chronic Disease Specialist.
  - Prepares briefing notes, speaking notes, correspondence, minutes, budget information, reports, work plans and other documents as required.
  - Acts as point of contact for nutrition issues from communities, the media, other jurisdictions, colleagues, the public, other departments, organizations, and agencies.
  - Maintains a comprehensive, current understanding of nutrition issues and their impacts on healthy communities.
- 2. Creates, monitors, and evaluates nutrition programs and strategies, ensuring effective, timely provision of programs and quality assurance where required.**
- Implements evaluation frameworks for nutrition programs and promotional activities.
  - Develops and applies partnership and service delivery agreement models and instruments for monitoring, surveillance and evaluation.
  - Performs on-going assessment of effectiveness of all nutrition program outcomes in cooperation with the Bureau of Statistics, Territorial Epidemiologist, other HSS analysts, researchers, academics, Aurora Research Institute and universities.
- 3. Decides and develops effective training and skill development programs at the territorial, regional and community level through partnerships to improve capacity in the NWT and supervises staff on occasion.**
- Consults with partners to identify and analyze training and skill development needs.
  - Researches and adapts training programs from other jurisdictions.
  - Develops training as required (for example for dietetic interns or graduate students).
  - Supervises staff for short durations in relation to the completion of special projects or tasks.
- 4. Monitors for relevant funding sources and supports proposal and grant submissions.**
- Ensures effective, efficient, and appropriate use of funding by applying financial accountability criteria and on-going monitoring.
  - Assists HSS Authorities, NGO's, schools, community organizations to access funding.
  - Seeks additional funding to supplement programs and other initiatives through proposals and cost-sharing agreements.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of human nutrition practice as per national nutrition, population health promotion and public health nutrition competencies.
- Knowledge of nutritional health in relation to chronic disease prevention issues, health determinants, trends, community development models and social learning theories, best practices, programs, and strategies, particularly in northern and aboriginal populations and in pan-territorial contexts.
- Knowledge of nutrition as it relates to public health policy, program approaches, research, evaluation processes, and surveillance methodologies in the nutrition field for target populations, such as maternal nutrition, breastfeeding, early childhood nutrition and development, school nutrition, families, adults, seniors, etc.
- Ability to acquire and apply knowledge regarding traditional food use and food security issues as well as understanding how communities function.
- Knowledge or, and/or the ability to acquire and apply knowledge of complex traditional food issues, such as food distribution, food costing and promotion, nutrition in relation to physical activity and nutrition issues affecting Northerners, as well as knowledge of northern cultures, food traditions and the risk-benefits of eating traditional foods, such as contaminant issues.
- Knowledge of and/or the ability to acquire NWT content knowledge of nutrition theories, science, and practice.
- Ability to acquire and apply knowledge of pertinent GNWT legislation and policies as they relate to nutrition.



- Knowledge of northern health care systems and structures, departmental objectives, procedures, policies, programs and standards.
- Program development and management skills.
- Skills in strategic, analytical, creative and conceptual thinking, population health approaches, evaluation, assessment, planning and time management.
- Short-and long-term problem solving skills, including an ability to identify root causes and provide solutions to deal with underlying causes through upstream investment rather than treating symptoms.
- Skills in leadership, team building, facilitating and understanding/motivating groups, including collaboration and the ability to inspire other nutrition colleagues and provide effective direction.
- Listening skills and verbal and written communications.
- Ability to apply knowledge in program evaluation approaches, frameworks, design and implementation.
- Knowledge and understanding of linkages with funding sources, leveraging resources, proposal writing, budget processes and conducting program evaluations.
- Skills in electronic media, such as computer programs, word processing, SharePoint, PowerPoint, excel, web development, etc.
- Ability to commit to upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

An accredited undergraduate nutrition degree and completion of a dietetic internship, and three (3) years of field experience in applied nutrition at a population health level.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Membership with a dietetic registration body (one of 10 provincial College Registration bodies) plus Dietitians of Canada is a mandatory requirement.

**Position Security**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required  
☐ Preferred