



## Job Description

**Role title:** Dietitian Assistant

**Status:** Project Volunteer

**Location:** Sham Shui Po

**Closing date:** 31 Oct 2021

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**Project Title:** Malnutrition Screening for the Elderly

### **Purpose of the role:**

This position is for candidates who are interested in geriatric nutrition. Successful candidates will take part in assisting the dietetics team to conduct an elderly malnutrition screening project in the community from Nov 2021 to Feb 2022. Key activities include:

1) Malnutrition Screening Days

Date: 9<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> Nov 2021 and 8<sup>th</sup> Jan 2022

Time: 9AM-1PM

2) Individual Consultations for Elderly with Malnutrition Risk

Date: 23<sup>rd</sup>, 27<sup>th</sup>, 30<sup>th</sup> Nov 2021; 7<sup>th</sup>, 11<sup>th</sup>, 14<sup>th</sup> Dec 2021 and 15<sup>th</sup>, 29<sup>th</sup> Jan 2022

Time: 8:30AM-1PM and 2PM-6:30PM

### **Your key responsibilities:**

- Support the project team to maintain smooth operation e.g. greeting participants, taking anthropometric measures and conducting Mini Nutritional Assessment (MNA).
- Prepare event materials, articles, and presentations as necessary.
- Communicate with project stakeholders and participants to facilitate service outcomes e.g. booking appointments, replying phone/ WhatsApp enquiries.
- Assist with project management.
- Other assignments as and required.

### **Qualification:**

- Current nutrition students. Holders of Nutrition & Dietetics degree/ master are also welcomed.
- Fluent in written and speaking English and Cantonese.
- Passion, caring and empathetic for the elderly.
- Excellent communication skills.
- Conflict management and organizational skills.
- Proficiency in Microsoft Office / other equivalent softwares.
- ONLY successful applicants who attend the training sessions will be eligible for face-to-face participation.

### **Benefits:**

- Certification of Appreciation will be provided to volunteers with satisfactory performance.
  - Opportunity of job shadowing with an experienced dietitian.
  - Training on project management skills. Successful applicants will get first-hand community nutrition project experience
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Interested members please send your:

1. Resume;
2. Certificate of accredited Nutrition and Dietetics qualification (or academic transcript for student members) and
3. HKCDA membership number

to [hannah.wong@hkcd.com.hk](mailto:hannah.wong@hkcd.com.hk) to assess your suitability. (Job Reference Number: H2021005)