

## **JOB DESCRIPTION**

**Title:** Dietician (Nutritionist)/Case Worker (Full time)

**Location:** based in Khanh Hoa Province

### **Job Summary:**

#### **General statement of the job:**

Under the guidance and direction of the Country Director and the Program Coordinator based in Khanh Hoa Province, the Dietician's primary responsibilities include the following:

1. Serve as the focal person for Holt Child Nutrition Program in Vietnam to carry out a range of preventive health and nutrition-related activities to address the nutritional needs of children that Holt serves, which is not limited to the development, implementation, monitoring and evaluation of the Nutrition component of Holt Vietnam Programs and Services for disadvantaged children/youth and families
2. Support the Program Coordinator in Khanh Hoa in assigned program tasks in case management as a caseworker

#### **Duties and Responsibilities:**

1. Monitoring and Evaluation of Program  
Implementation Routinely visit implementing sites to:
  - Assess supply levels;
  - Observe health screening and feeding practices,
  - Monitoring/tracking of child growth and development of children in collaboration with the concerned Holt staff/partners
  - Review Nutrition Screening System (NSS) screening schedules;
  - Ensures accurate assessment of children nutrition and growth and coordinate strategies to address immediate nutrition and health concerns or any challenges or problems implementing CNP;
  - Observing and giving advice on food service operation at the project site to ensure compliance with nutritional safety, sanitation and quality standards.
  - Provide support via phone and email to implementing sites;
  - Collect NSS screenings routinely and review for accuracy. If issues with screenings work with RSCC staff conducting the screenings to correct errors;
  - Re- train on key CNP components as needed; and
  - Communicate with Country Director and Holt Eugene CNP staff any issues with implementation, equipment, etc.
2. Data Management
  - Enter and translate NSS screenings into database routinely (or monitor data entry from sites if they are entering directly into database);
  - Work with the Country Director and Holt Eugene's Nutrition Coordinator for any database issues, updates and analysis needs; and
  - Utilize reporting functions to ensure children are being screened on appropriate schedule and to catch any concerning trends at implementing sites.
3. Scaling and Sustainability of CNP
  - identify local supply distributors for CNP equipment;

- identify potential new sites to implement CNP;
  - conduct assessments, trainings and evaluations of new sites;
  - utilize training and operations manual;
  - ensure sites have capacity and willingness to change practice and implement CNP;
  - arrange trip logistics;
  - conduct trainings and monitoring and Evaluation (M&E); and
  - share scaling information/proposal with Holt Eugene
4. Reporting– periodically report CNP statistics, updates and important events to Holt
5. Program development and other assigned tasks as a caseworker: Tasks will be assigned by the Program Coordinator in Khanh Hoa or Country Director of Holt Vietnam.
- Assisting in conducting written child’s reports, creating and keeping case’s record, writing an entering CMS reports and other services and activities.
  - Promotes appropriate social work principles and practices, meets social work objectives by adhering to work plans, and frequent visitations to child welfare facilities and community-based care project sites.
  - Support the coordinator in regional administrative support needed to complete the tasks, such as, travel logistics, contractual services, accommodations, interpreting and adoption processing.
  - Provide feedback and observation on further development and improvement of the projects’ social service and adoption activities and procedures.
  - Work as a team member providing feedback, suggestions and/or support to expatriate and local staff.
  - Support in achieving program objectives by meeting regularly to assess program activities and assisting in program implementation.
  - Contributes to team effort by accomplishing related tasks as needed, and duties as may be required upon directives of the Program Coordinator or Country Director

### **Communication and Reporting channel**

- For daily activities, this position will report directly to the Program Coordinator
- For monthly/quarter statistic report, CNP database management or the Strategic planning for CNP program, this position is expected to report directly to the Program Coordinator and Country Director

### **QUALIFICATIONS**

*Education:* Preferably with a Bachelor’s degree in Dietary/with major course in Child Nutrition

*Training:* Completion of training course in Child Nutrition

*Knowledge of:* nutrition principles and practices, current trends and issues in nutrition, nutrition and dietary assessments, counseling techniques, community resources and services, nutrition planning, management,

*Personal characteristics:* Adheres to ethical/professional standards and practices; a team player who fosters teamwork and positive working relationship; creative and innovative *Proficiency* in the use of computer

*Language:* Fluent oral and written English.

*Experience:* 3-5 years experience in a similar position and/or supervisory position.