

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03522576

DATE POSTED: 01/10/22

POSITION NO: 949273

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Nutrition Education Technician

DEPARTMENT NAME / WORKSITE: Navajo Nation Food Distribution Program /TeecNosPos, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ59A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>30,004.56</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : <u>14.37</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in providing food demonstrations and public education on food storage and safety and nutritional value of commodity foods to program clients; performs related work as assigned. Provides public education on the commodity program; conducts nutrition education, such as food demonstrations, cooking procedures, food safety, ensuring that program recipients are instructed in the proper methods of storing commodities and in their proper use; provides taste tests of USDA commodities using non favorite items and introduces a variety of recipes so clients are able to use the commodities; Collaborates with the Indian Health Services (IHS) Nutritionists, Diabetes Program, Health Education Program and other Navajo Nation, federal, state and county offices regarding nutritional guidance and nutrition education materials; assists in the development and preparation of educational material incorporating culturally appropriate nutrition education and distributes material to clients; disseminates information on the use and storage of commodities through fact sheets, posters and presentations. Conducts home visits to home bound eligible households upon request; may assist clients with completing application; observes and abides by policies and procedures governing confidentiality; may assists with processing commodity shopping list utilizing an automated inventory system; cleans cooking area and/or utensils; attends meetings, training or educational classes to enhance or obtain additional knowledge in nutrition education; prepares required reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate’s degree in Health, Health Education or related field; and two (2) years of experience providing nutrition education in a community, school or hospital setting; or an equivalent combination of education and experience.

Special Requirements:

- Possess a Valid State Drivers License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

- Knowledge of USDA food guidelines and requirements.
- Knowledge of Navajo culture and tradition.
- Knowledge of the principles and practices of nutritional programs.
- Skill in interacting with clients to effectively educate them in the use of the commodities provided.
- Skill in developing culturally appropriate teaching materials.
- Skill in public speaking and communication methods and techniques.
- Skill in operating a variety of office equipment, including personal computers, telephone, and calculators.
- Skill in communicating effectively in oral and written form.
- Skill in establishing cooperative work relationships with those contacted in the course of the work.
- Ability to modify standardized recipes and incorporate new recipes.
- Ability to interpret and use food product nutritional label information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.