

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH03522577

DATE POSTED: 01/10/22

POSITION NO: 948384

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Nutrition Education Technician

DEPARTMENT NAME / WORKSITE: Navajo Nation Food Distribution Program /Mexican Springs, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ59A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,004.56 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.37 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**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.**