

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211553

DATE POSTED: 02/29/16

POSITION NO: 243430

CLOSING DATE: 03/11/16

POSITION TITLE: Senior Nutritionist

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB65A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 21.18 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversees, coordinates and conducts educational services in nutritional education/counseling, screening techniques, quality assurance and record keeping; performs individualized, high risk and group menu planning; may supervise, which will include hiring recommendations, evaluations, promotion and discipline of assigned staff; maintain quality service delivery and standards through systemic review of service levels against program standards.

Ensure food service operations are in conformance with nutritional, safety, sanitation and quality standards; review clients' charts for high risk nutrition needs and develop nutritional plans for this population; provide technical assistance to professional and clinical staff on screening and assessments related to nutritional needs; assess nutritional needs, diet restrictions and current health plans to develop and implement dietary care plans.

Develops, recommends and implements plans, goals and objectives; compiles and reports statistical information to meet program requirements; attend meetings, seminars, training and conferences to maintain current professional knowledge and/or certification; provides technical guidance and training to staff. Will serve as lead nutritionist to DBHS sites - outpatient and residential services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Nutrition, Dietetics or related field; and three (3) years responsible experience as a nutritionist in education, social services, maternal and child health, public health nutrition or dietetics, one (1) year of which must have been in a supervisory capacity.

(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 Requirements:

- Possess a valid state driver's license.

Special Knowledge, Skills and Abilities:

Knowledge of nutritional foods and their uses; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of nutrition and health principles, practices and methods; knowledge of nutrition and health issues of the Native American families and individuals; knowledge of supervisory methods and techniques.

Skill in conveying technical information in a practical format; skill in setting priorities to meet established as well as changing deadlines; skill in communicating effectively, both orally and in writing; skill in establishing cooperative work relationships with those contacted in the course of the work.

<<A favorable background investigation is required>>

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