

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

REQUISITION NO:	<u>DOH07215375</u>	DATE POSTED:	<u>05/10/18</u>
POSITION NO:	<u>941882</u>	CLOSING DATE:	<u>06/20/18</u>
POSITION TITLE:	<u>Senior Nutritionist (S) (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>NDOH/Division of Behavioral and Mental Health Services, Window Rock, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>A165A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>44,720.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.50</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**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.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's 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 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.

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