

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727728
POSITION NO: 941882
CLASS CODE: 3842

Date Posted: 05/20/13
Closing Date: 06/14/13

POSITION TITLE: NUTRITIONIST

DEPARTMENT NAME: Department of Behavioral Health Services/Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R63A - R63F

Days: Monday - Friday Permanent: SALARY:

Hours: 40 hours Temporary: Duration: _____ \$ *DOE Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ *DOE Per Hour

DUTIES AND RESPONSIBILITIES:

Provides direct supervision to food service staff, assures that staff complete all assigned job duties and ensure food service operation is in conformance with nutritional, safety, sanitation and quality standards; reviews 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; provide nutritional counseling for all high risk clients; advise clients on nutritional principles, dietary plans and diet modifications; documents and communicates accordingly with staff.

Provides technical assistance and training to cooks on the assessment of nutritional needs of clients; develop and coordinate menu; inspect meals served for conformance to prescribed diets and meets standards; administer nutrition education training and in-service programs and other training; develop and implement nutrition education modules; develop policies for dietary/nutritional services to assist in health promotion and disease control; provide consultation to other DBHS treatment center, Indian Health Service (IHS), schools and other tribal and community programs.

Prepare and administer budget for food, equipment and supplies; research and plan for grant proposals for additional funding; attend staff meetings and other continuing education workshops and training; assists with program planning modifications, materials development and other special projects; assures the nutrition component at treatment center meets and maintains nutritional standards; assist with and participate in case staffing; interacts with health programs, organizations, Navajo Nation departments, social services and Indian health agencies; prepares required reports and outreach plans; provides educational presentations as requested.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Nutrition, Dietetics or related field; OR a Master's degree in Nutrition, Dietetics or related field; and

Experience:

two (2) years experience in public health or clinical nutrition; OR one (1) year experience in public health or clinical nutrition.

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

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of nutritional foods and their various uses; knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of the interaction of certain foods with other foods, medications and symptoms; knowledge of nutrition and health issues of the Native Americans.

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 work; skill in developing and maintaining documentation of clinical records.

****Position requires a background check and relevancy assessment prior to employment****

VETERANS' PREFERENCE APPLIES

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