

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07521109
POSITION NO: 946537
POSITION TITLE: _____

DATE POSTED: 5/21/2021
CLOSING DATE: Open Until Filled (OUF)

DEPARTMENT NAME / WORKSITE: Navajo WIC Nutrition Program - Winslow, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BJ59A
WORK HOURS: 8:00-5:00 PART TIME: NO. OF HRS./WK.: _____ \$ 29,127.60 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 13.95 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Regional Clinic Supervisor. Must maintain a required clinic caseload each month. Determines and documents eligibility for program benefits. Collects dietary, anthropometric, biochemical data and health/medical information. Screens for and determines nutritional risk status, collect pertinent health/medical information; makes appointments for clients; responsible for accurate and timely submission of daily reports. Provides nutrition, breastfeeding, and other health education to enrolled clients at each WIC contact via a group or one-on-one setting. Issues and educate on the use of manual and electric breast pumps for lactating mothers. Operates the WIC's HANDS computer System. Issues WIC food benefits and explains approved WIC foods, amounts, nutritional value, possible use and authorized vendors. Attends meetings, workshops, in-service training and participants in outreach activities to promote the WIC Program. Supports clinical activities by complying with all Navajo Nation and WIC Policies and Procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; successful completion of all six (6) Navajo WIC Nutrition Program Competency Assessment Modules, and pass the Annual Clinic Observation and Chart Review Evaluation; and two (2) years of experience or comparable level in a nutrition program.

Special Requirements:

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

(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:

A valid state driver's license in state of residency. Must have passed the Navajo WIC Nutrition Program Competency Assessment Modules # 1-6. Screening and Assessment with a score of 80% or better. Must have pass the Clinic Observation and chart Review with a 90% score. Work involves moderate to heavy lifting. Must have excellent customer services. Proficiency in Microsoft software and have some basic nutrition and counseling skills.

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