

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0752184
POSITION NO: 946532
CLASS CODE: 3844

Date Posted: 07/19/10
Closing Date: 07/30/10

POSITION TITLE: Senior Nutrition Worker
DEPARTMENT NAME: Navajo Nation WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Tuba City, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N590A
Days: MON - FRI Permanent: SALARY:
Hours: 8:00 am - 5:00 pm Temporary: Duration: \$ \$23,899.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Senior Nutritionist. Must maintain a caseload of 350 clients per month. Provides assistance to the ANW and NW in completing client certifications; determines and documents eligibility for program benefits. Performs and documents anthropometrics, hemoglobin screenings and diet assessments; Interviews clients to collect pertinent health/medical information; Assigns risk factors based on assessment; Identifies high risk participants and refers them; Educates high risk clients on care plans as developed by the Nutritionist; Provides individual and group education; Prescribes food package, issues WIC checks and instructs clients on proper use; Explains approved WIC foods and authorized vendors. Monitors checks and cash tape receipts. Makes appointments for clients; operates the WIC's automated data processing (ADP) system to input client data and print WIC checks. Participants in outreach activities to promote the WIC Program; Attends meetings, workshops, in-service training; May be delegated to act in the capacity of a Principal Nutrition Worker, as needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or equivalent; Successful completion of all six (6) Navajo WIC Nutrition Program Competency Assessment Modules, the Annual Clinic Observation and Chart Review Evaluation; and

Experience:

two (2) years experience at the level of a Nutrition Worker or comparable level in a nutrition program; or Dietetic Technician Degree certified by the American Dietetic Association and pass the Annual Clinic Observation and Chart Review Evaluation.

(To receive full credit for education and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be able to read, write and follow oral and written instructions. Bilingual in Navajo and English. Demonstrate leadership, initiative, and ability to work with little or no supervision. Ability to establish harmonious relationship with co-workers and clients. Must be computer literate and knowledge in basic nutrition education concepts.

License/Certification Requirements:

Must have a valid state driver's license. Must have passed the Navajo WIC Nutrition Program Competency Assessment Modules #1-6 – Screening and Assessment with a score of 80% or better, in addition must have passed the Clinic Observation and Chart Review with a 90% score.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99