

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0758810
POSITION NO: 940265
CLASS CODE: 3840

Date Posted: 12/22/08
Closing Date: OUF

POSITION TITLE: Principal Nutritionist
DEPARTMENT NAME: Navajo Nation WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A
Days: MON - FRI Permanent: SALARY:
Hours: 8:00 am - 5:00 pm Temporary: Duration: \$ \$47,361.60 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Program Director, the Principal Nutritionist (Nutrition Coordinator) is responsible for supervision of the professional and technical staff, maintains quality assurance standards, serves a State Nutrition Coordinator in developing and evaluating the nutrition and breastfeeding education component of the program. Performs nutrition related administrative and supervisory duties by assisting with formulating, planning, directing and developing policies and procedures in meeting the overall goals and objective of the program; ensures policies, procedures and plans of the program are updated and submitted; responds to USDA reviews, audits and requests concerning the nutrition section of the Navajo Nation Women, Infants and Children (WIC) Program. Completes quality assurance reviews and other reports, plans and conducts, analyzes required activities or collection needed to meet the nutrition and health education needs of the Navajo people and keep abreast of developing issues and advise subordinates of current activities with updates; responsible for planning, developing and coordinating workshops, inservice training, orientation and other training applicable to WIC staff; recruits qualified nutrition staff. Provides technical assistance and guidance to the WIC Director and Nutritionists, assures performance is in compliance with applicable policies and procedures, interacts with tribal and non-tribal organizations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Nutrition, Dietetics or related field; and five (5) years responsible experience as a nutritionist in maternal and child health, public health nutrition or dietetics, one (1) year of which must have been in a supervisory capacity; or a Master's degree in Nutrition, Dietetics or related field; and

Experience:

Three (3) years responsible experience as a nutritionist in 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/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of human nutrition, breastfeeding practices and its relationship to health and disease through the life cycle, especially maternal and child nutrition. Sensitivity to socio-economic and cultural factors affecting the nutritional status of families and individuals. Ability to work independently, initiate and follow through on projects. Ability to communicate well with others and present ideas clearly both orally and in writing. Ability to present nutrition and breastfeeding issues in relation with others; possesses good supervisory skills. Ability to develop nutrition and breastfeeding education materials and design education related research.

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