

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07512462 DATE POSTED: 09/06/16
POSITION NO: 940265 CLOSING DATE: OUF
POSITION TITLE: Principal Nutritionist (State Nutrition Coordinator)
DEPARTMENT NAME / WORKSITE: DOH/Navajo Nation WIC Nutrition Program, Window Rock, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB67A
WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 52,062.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 25.03 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the State Program Manager II. Will be responsible for the supervision of professional and technical staff. Maintains planning, directing and supervising the operation of a special supplemental food program. Will ensure organization and implementation of the program to provide supplemental food nutrition education and access to health care for women, infants and children. Is responsible for developing and updates of all nutrition related component of the program state plan and ensures staff are trained and updated on the changes made accordingly on an annual basis. Develops and implements training materials culturally relevant in nutrition and breastfeeding education maintains a current resource library. Plans and coordinates nutrition and breastfeeding workshops and training opportunities for WIC staff, arranges continuing education activities for nutritionist. Is responsible for coordinating orientations for all new employees relevant to program's goals and procedures. Provides technical assistance to the Program Manager, Vendor Management Coordinator, Nutritionists, Management Information System according to the computer automatic certification system. The Nutrition Coordinator also serves as a liaison with Community Health and Social service personnel and as resource person in community groups involved with improving the nutritional status of the Navajo Nation population. Attends meetings and training/conferences as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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.

Special Requirements:

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*
- 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:

Knowledgeable in human nutrition through life cycle with an emphasis on pregnant and lactating women, infants and children. Ability to relate to socio-economic and cultural factors affecting the nutritional status of the target population. Must have excellent leadership, decision making capabilities and communication skills. Ability to work with low income, culture sensitive and bi-language population. It is the employees responsibility to keep all registration and/or credentials current to maintain education requirements.

<<A favorable background investigation is required>>

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