THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE7359195**	DATE POSTED:	**09/08/14**
POSITION NO:	**243127**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Head Start Health & Nutrition Liaison**		
DEPARTMENT NAME / WORKSITE:	**Navajo Head Start/Fort Defiance, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☐	GRADE/STEP:	**AA64A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐ NO. OF HRS./WK.:	$ **24,222.96**	PER ANNUM
		SEASONAL:	☑ DURATION :	$ **19.79**	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Conducts onsite nutritional and health screening of children and follow-up referrals through case management; ensures health and safety of children; ensures individualized plans are carried out for each identified child with nutritional concerns or with a potential or diagnosed health condition; conducts follow-up based on family and health care professional input; communicate with parents/guardians and health care professional to ensure children are receiving required health care and follow-up through written referrals; arranges or provides transportation to clinics and keeping prescribed medication updated; in coordination with family services staff follows up each child to ensure they are up to date on dental, immunizations, physical examinations, auditory/visual screening, lead and iron blood level readings, height/weight/ measurements assessments and prescribed medication; in coordination with health and nutrition specialist communicate with tribal, county and state health care entities/professionals to provide health screening or treatment for all children; communicate and coordinates training to be provided by health care professionals regarding potential or sudden health risks identified for child illnesses including but not limited to chickenpox, whooping cough, meningitis, influenza, tuberculosis, measles, etc. and the administration of prescribed medication. Provides continuous monitoring all nutrition services by conducting Child and Adult Care Food Program (CACFP) review and meal time, point of service monitoring for meal count accuracy; ensures all meal counts and nutrition monitoring data is entered into state and program databases; ensures compliance with established policies, menu record book (MRB) and good proportion; obtains nutritional information for each child and updates information in the Child Plus database to identify children with specific nutritional needs; coordinates meeting with families and center staff regarding children's nutritional needs to improve overall health and maintain a data environment in case children have identified food allergies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Health, Nutrition, Human Services, Early Childhood Education or related field; and one (1) year working with children and families in providing health, nutrition or related services.

Preferred Qualifications:

- A Bachelor's degree in Health, Nutrition, Dietetics, Human Services, Early Childhood or related field.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of Navajo Nation Policies/Produce Head Start Act and Head Start Performance Standards, federal, state and local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of principles and practices of health and nutrition services, dietary regulations and guidelines; Knowledge of costs, purchase methods and economic practices in food services planning. Skills in managing decisions and problem solving in many areas and scheduling program services. Skills in data collection and analysis, recordkeeping and preparing reports. Ability to plan menus which meet requirements set by USDA Child Care Program and Head Start Performance Standards. Ability to communicate effectively both orally and in writing. Ability to interpret and implement complex policies and regulations.

<<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.