

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH07520100

DATE POSTED: 09/28/20

POSITION NO: 947448

CLOSING DATE: OUF

POSITION TITLE: Principal Nutrition Worker

DEPARTMENT NAME / WORKSITE: Navajo Nation WIC Nutrition Program - Winslow, Arizona

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: BC60A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,638.40 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.73 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Program Manager. Provides first line supervision of staff assigned to clinic(s). Responsible for operating a satellite clinic. Provides clinical support in the form of completing client certifications and conducting group nutrition education as described on the Senior Nutrition Worker job description, on an average of 20 hrs. per week. Operates the WIC's HANDS computer system. Creates and monitors nutrition workers' duties in all aspect of clinical operations. Responsible for conducting and coordinating activities for assigned clinics on a regular basis. Collaborates with health care providers and community leaders as deemed necessary on programmatic issues. Responsible for collecting statistical data on a weekly basis necessary for the monthly reports. Reviews the accuracy and completion of at least 100% of the client certification and midcertifications by non-CPAs nutrition workers on a daily basis, ensuring accurate plotting, form completion, eligibility determination, nutritional risk, dietary assessments, high risk identification and necessary referral to the Nutritionist, breastfeeding per counselors, referral to other social/medical services and monitors separation of duties. Issues and educates on the use of manual and electric pumps for lactating mothers. Completes mini-Quality Assurance Reviews for each of the assigned clinics. Develops clinics outreach plans, annual job performance evaluations, and distribution and submission of the clinics' client survey, and submitting the summary report with the clinics' plan of action. Serves as vendor liaison by assisting in performing local vendor monitoring and ensuring compliance to program vendor policies and procedures. Monitors dual participation of clients as requested. Responsible for ensuring separation of duties in each of the assigned clinics. Understands and ensure applicable Navajo Nation Policies and Procedures are complied with by all clinic staff.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; successful completion of all six (6) Navajo Nation WIC Nutrition Program Competency Assessment Modules and pass the Annual Clinic Observation and Chart Review Evaluation; and two (2) years of supervisory experience in a WIC or public health 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:**

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