

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06318897
POSITION NO: 947175
POSITION TITLE: _____

DATE POSTED: 11/04/19
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program / Dilkon, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BC63A
WORK HOURS: 8:00 - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 38,958.40 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.73 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Conducts nutrition education, provides food demonstrations on healthy eating, diabetes prevention education and the promotion of physical exercise. Provides hand-on food preparation demonstration by implementing strategies and activities to increase clients and community members knowledge of nutritious foods insuring food content, healthy snacks. Understanding the food guides and local traditional foods and changing lifestyles affecting eating habits. Utilizes the tools of Kitchen Creation.

Works with youth, head start, and schools to promote health eating habits. Promote health nutrition through a variety of mediums; radio announcements, program meetings, workshops, speakers, demonstrations, flyers and posters. Coordinates activities with other health programs in support o health foods, snacks and change of lifestyles; food demonstration and WIC. Represent the NSDP at meetings, trainings, educational classes to enhance or obtain additional information and knowledge

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Nutrition, Dietetics or related field; and two (2) years of experience in public health or clinical nutrition.

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:

Knowledge of nutritional foods and their various uses; knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of the interaction of certain foods with other foods, mediations and symptoms; Knowledge of the nutrition and health issues of the Native Americans; Skill in conveying technical information in a practical format; skill in setting priorities to meet established as well as changing deadlines; skill in communicating effectively, both orally and in writing; Skill in establishing cooperative work relationships with those contacted in the course of work; Skill in developing and maintaining documentation.

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