

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07514686

DATE POSTED: 11/20/17

POSITION NO: 948112

CLOSING DATE: OUF

POSITION TITLE: Senior Nutritionist

DEPARTMENT NAME / WORKSITE: DOH/Navajo Nation WIC Nutrition Program - Fort Defiance, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AI65A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 44,720.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 21.50 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the NNWIC Nutrition Coordinator (Principal Nutritionist), this professional position is to provide technical assistance and training for the designated WIC field clinics relating to nutrition, breastfeeding, and/or other health prevention information. Trains staff on dietary and anthropometric procedures. Coordinates and implements staff training for assigned clinics and assists with clinics' client nutrition education activities. Consults high-risk client at duty station and/or other field clinics, and prepares high-risk client care plans as needed. Documents client encounters in HANDS computer system. Approves special formulas and food as needed. Assists the NNWIC Nutrition Coordinator with program planning and material development. Acts as liaison to other divisions, community programs, IHS Services Units. Ensures quality assurance standards in the field by conducting regular staff observations. Submits accurate and timely reports. Works on special projects as assigned. Attends frequent Nutritionists' work sessions, workshops, and training as required. Assists with annual revision and submission of USDA State Plan, and planning and presenting at Annual All Staff Workshops, clinic inservices and/ or Nutrition Update. Other duties as assigned.

Minimum Qualifications:

- A Bachelor's degree in Nutrition, Dietetics, or related field; and three (3) years responsible experience as a nutritionist in education, social services, maternal and child health, public health nutrition or dietetics, one (1) year of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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 possess knowledge of motivational interviewing counseling, public speaking, and basic computer (HANDS, Word, EXCEL, Power Point) skills. Requires frequent travel, including after hours, and weekend travel without comp time (as exempt employee). Heavy lifting of up to 30#.

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