

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

REQUISITION NO: <u>DOH07514724</u>	DATE POSTED: <u>12/05/17</u>	
POSITION NO: <u>940327</u>	CLOSING DATE: <u>12/18/17</u>	
POSITION TITLE: <u>Senior Nutritionist</u>		
DEPARTMENT NAME / WORKSITE: <u>DOH/Navajo Nation WIC Nutrition Program - Gallup, NM</u>		
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI65A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>44,720.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>21.50</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**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 in-services and/ or Nutrition Update. Other

**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; or an equivalent combination of education and experience.

**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.**