THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH0359641** DATE POSTED: **12/15/14**

POSITION NO: **948384** CLOSING DATE: **01/08/15**

POSITION TITLE: **NUTRITION EDUCATION TECHNICIAN**

DEPARTMENT NAME / WORKSITE: DOH/FOOD DISTRIBUTION PROGRAM / LEUPP, AZ

WORK DAYS: MON-FRI REGULAR FULL TIME: ☑ GRADE/STEP: AB59A

WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: _____ $ 26,270.40 PER ANNUM

SEASONAL: ☐ DURATION : $ 12.63 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provides public education on the commodity program, conducts nutrition education; cooking procedures; food safety; education on proper methods of storing commodities; preparation of educational material incorporating culturally nutrition education; conducts home visits to home bound eligible household upon request, may assist clients with completing application to determine eligibility; may assist with processing commodity shopping lists utilizing an automatic inventory system, cleans cooking area and utensils; attend meeting and training on nutrition education; collaborates with the Indian Health Services, Nutritionist, Diabetes Program; Health Education Program an other Navajo Nation, Federal, State and counties offices regarding nutritional guidance and nutrition education materials, disseminates information on the use and storage of commodities through fact sheets, posters and presentations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates Degree in Health, Health Education or related field and two (2) years experience providing nutrition education in a community, school or hospital setting

Preferred Qualifications:

- Two (2) years of nutrition education work experience involving food demonstrations and translating food labels.
- Excellent customer service.

Special Requirements:

- 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 USDA Food guidelines and requirements; Navajo culture and tradition; developing culturally appropriate teaching methods. Operating a variety of office equipment, including personal computers, telephone and calculator; public speaking skills; ability to modify standardized recipes and incorporate new recipes.

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