

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211576

DATE POSTED: 03/07/16

POSITION NO: 941882

CLOSING DATE: 03/18/16

POSITION TITLE: Senior Nutritionist

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB65A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 21.18 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversees, coordinates and conducts educational services in nutritional education/counseling, screening techniques, quality assurance and record keeping; performs individualized, high risk and group menu planning; may supervise, which will include hiring recommendations, evaluations, promotion and discipline of assigned staff; maintain quality service delivery and standards through systemic review of service levels against program standards.

Ensure food service operations are in conformance with nutritional, safety, sanitation and quality standards; review clients' charts for high risk nutrition needs and develop nutritional plans for this population; provide technical assistance to professional and clinical staff on screening and assessments related to nutritional needs; assess nutritional needs, diet restrictions and current health plans to develop and implement dietary care plans.

Develops, recommends and implements plans, goals and objectives; compiles and reports statistical information to meet program requirements; attend meetings, seminars, training and conferences to maintain current professional knowledge and/or certification; provides technical guidance and training to staff. Will serve as lead nutritionist to DBHS sites - outpatient and residential services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

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.

Preferred Qualifications:

- Master's degree in Nutrition, Dietetics or related field.
- One (1) year of experience in clinical and community nutrition.
- Registration with the Academy of Nutrition and Dietetic for DTR.
- Registered Dietitian Certified.

(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 uses; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of nutrition and health principles, practices and methods; knowledge of nutrition and health issues of the Native American families and individuals; knowledge of supervisory methods and techniques.

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 the work.

Special Requirements:

- Possess a valid state driver's license.

<<A favorable background investigation is required>>

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