

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0753798
POSITION NO: 940628
CLASS CODE: 3846

Date Posted: 07/05/11
Closing Date: 07/18/11

POSITION TITLE: ASSOCIATE NUTRITION WORKER
DEPARTMENT NAME: Navajo Nation WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Farmington, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R54A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: SALARY: \$ 16,120.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 7.75 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Nutritionist. Must maintain a caseload of 350 clients per month. Determines and documents eligibility for program benefits. Collects dietary, anthropometric, biochemical data and health/medical information. Screens and assess nutritional risk status, collect pertinent health/medical information; makes appointments for clients; responsible for operating a satellite clinic(s) including accurate and timely submission of daily reports. Operates the WIC's Automated Data Processing (ADP) System. Issues WIC vouchers and explains approved WIC foods and authorized vendors. Monitors checks and cash tape receipts. Attends meetings, workshops, in-service training and participants in outreach activities to promote the WIC Program. Must pass the Navajo Nation WIC Nutrition Program's Competency Assessment Module #1 – Screening and Assessment within the 90 days introductory period; thereafter required to complete and pass five (5) additional Modules with at least an 80% score.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

(To receive full credit for education and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must be able to read, write and follow oral and written instructions. Bilingual in Navajo and English. Demonstrate leadership, initiative, and ability to work with little or no supervision. Ability to establish harmonious relationship with co-workers and clients. Must be computer literate and knowledge in basic nutrition education concepts.

License/Certification Requirements:

Must have a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of employment must successfully complete all six (6) Navajo Nation WIC Nutrition Program Competency Assessment Modules.

PREFERRED: Must pass the Navajo WIC Nutrition Program Competency Assessment Modules #1 – Screening and Assessment within the 90 days introductory period with a score of 80% or better.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99