

NUTRITIONIST

DEFINITION: Under general supervision, performs technical, administrative and professional work of moderate difficulty in food and nutrition, education and various programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides direct supervision to the clinic staff, assures that staff complete all assigned job duties; maintains Quality Assurance Standards and completes the Quality Assurance Reviews in assigned region/clinics; reviews clients' charts for high risk, appropriate referrals and problem areas; provides counseling for all high risks and/or develops care plans; counsels clients; documents and communicates accordingly with clinic staff.

Provides technical assistance and training to nutrition workers on the assessment of nutritional status including anthropometric and hematological measurements, dietary assessment, program eligibility determination and certification procedures; administers nutrition education training modules and in-service programs and other training; serves as local program nutrition consultant to Indian Health Services (IHS), schools and other tribal and community programs.

Attends staff meetings and other continuing education workshops and training; assists with program planning modifications, material development and other special projects; assures the nutrition component in assigned clinics meet and maintain USDA standards; ensures accurate assessments and adherence to USDA and program policies and procedures; interacts with health programs, organizations, Navajo Nation departments, social services and Indian health agencies; prepares required reports and outreach plans; provides educational presentations as requested.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of nutritional foods and their various uses.

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the interaction of certain foods with other foods, medications and symptoms.

Knowledge of nutrition and health issues of the Native Americans.

Knowledge of the benefits of breastfeeding infants.

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 work.

Skill in developing and maintaining documentation of clinical records.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate amounts of physical effort while providing services in a clinical or office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Nutrition, Dietetics or related field; and two (2) years of experience in public health or clinical nutrition.

THE NAVAJO NATION

Class Code: 3842
Community Education and Counseling Series
Food and Nutrition Worker Group
Overtime Code: Exempt
Pay Grade: 63

NUTRITIONIST

PREFERRED QUALIFICATIONS:

- A Master's degree in Nutrition, Dietetics or related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.