

### **SENIOR NUTRITION WORKER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty providing nutrition advice, guidance and assistance to families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission, policies and regulations; 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 individual and group education using topic lesson plans developed by Nutritionist; determines and documents program eligibility based on category, residency and income in accordance with applicable policies and regulations; weighs and measures clients; collects, assesses and documents anthropometric, hematological data, pertinent health/medical information and diet assessments; assigns risk factors based on assessment and provides appropriate counseling to client.

Conducts client certifications; identifies high risk clients and refers client to the Nutritionist or other health and social service providers; completes and reviews care plans for high risk clients; prescribes the correct food package for each client; plots measurements on grid; makes appointments for clients; enters client data into Automated Data Processing Computer System; prints WIC vouchers; generates required reports; monitors WIC vouchers and cash tape receipts for errors and abuse.

Maintains standards of the Navajo Nation WIC Nutrition program and the USDA Consolidation of WIC regulations; participates in WIC community outreach activities such as health fairs, WIC and Nutrition Program campaigns; attends meetings, training, in-service and conferences; performs supervisory responsibilities when delegated to act in the capacity of the Principal Nutrition Worker.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of policies, procedures, practices and terminology appropriate to assigned function.

Knowledge of nutrition screening equipment and techniques.

Knowledge of nutritional subjects and topics.

Knowledge of available and public resources within the community.

Knowledge of the Navajo Nation WIC Nutrition Program guidelines.

Knowledge of the principles and practices of anthropometric research.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in communicating effectively both orally and in writing.

Skill in determining eligibility requirements and whether clients meet those standards.

Skill in following complex oral and written instructions, policies and procedures.

Skill in the operation of standard office equipment.

Skill in maintaining standards of the Navajo Nation WIC programs.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate amounts of physical effort providing services in a clinical setting. Requires frequent loading and transporting of client charts, clinical supplies and medical and computer equipment to field clinics.

**SENIOR NUTRITION WORKER**

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; successful completion of all six (6) Navajo Nation WIC Nutrition Program Competency Assessment Modules and pass the Annual Clinic Observation and Chart Review Evaluation; and two (2) years of experience at the level of a Nutrition Worker or comparable level in a nutrition program.

**PREFERRED QUALIFICATIONS:**

- Dietetic Technician Degree certified by the American Dietetic Association and pass the Annual Clinic Observation and Chart Review Evaluation.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.