

### **ASSOCIATE NUTRITION WORKER**

**DEFINITION:** Under immediate supervision, performs work of routine difficulty providing nutrition assistance to families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission; 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:**

Interviews clients to collect pertinent health/medical information; performs and documents anthropometric, hemoglobin screening and diet assessment under the direction of a Competent Professional Authority (CPA); collects blood samples to determine hemoglobin level; weighs and measures clients; plots measurements on growth grid; enters client data into Automated Data Processing (ADP) computer system and prints WIC checks; generates required reports; issues WIC checks and instructs clients on proper use.

Makes appointments for clients; monitors WIC checks and cash tape receipts for errors and abuse; maintains standards of the Navajo Nation WIC Nutrition program and the USDA Consolidation of regulations; participates in community outreach activities such as health fairs, WIC and Nutrition Program campaigns; attends meetings, training, in-service and conferences.

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

Knowledge of policies, procedures, practices and terminology appropriate to assigned function.  
Knowledge of screening techniques and equipment.  
Knowledge of a variety of computer software.  
Skill in establishing cooperative working 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 operating a variety of office equipment, including personal computers, telephone and calculators.

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

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.

#### **PREFERRED QUALIFICATIONS:**

- One (1) year of clerical work experience involving customer service.
- Proficient in Microsoft Office software or other computer applications.

#### **SPECIAL REQUIREMENT:**

- Possess a valid state driver's license.

#### **Supplemental Information:**

Persons hired in this position must: obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; successfully complete all six (6) Navajo Nation WIC Nutrition Program Competency Assessment Modules within one (1) year of date of hire must.

THE NAVAJO NATION

Class Code: 3846  
Community Education and Counseling Series  
Food and Nutrition Worker Group  
Overtime Code: Non-Exempt  
Pay Grade: 54

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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.