

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0726591  
POSITION NO: 941882  
CLASS CODE: 3842  
POSITION TITLE: \_\_\_\_\_

Date Posted: 10/15/07  
Closing Date: OUF

**NUTRITIONIST**

DEPARTMENT NAME: Department of Behavioral Health Services  
DEPARTMENT NO: 72 WORKSITE LOCATION: Chinle, Arizona  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N630A  
Days: Monday - Friday Permanent:   
Hours: 80 hrs. Temporary:  Duration: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Part-Time:  No. of Hrs/Wk: 40 \$ 33,737.60 Per Annum  
\$ 16.22 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides direct supervision to food service staff, assures that staff complete all assigned job duties and ensure food service operation is in conformance with nutritional, safety, sanitation and quality standards; reviews 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; provide nutritional counseling for all high risk clients; advise clients on nutritional principles, dietary plans and diet modifications; documents and communicates accordingly with staff.

Provides technical assistance and training to cooks on the assessment of nutritional needs of clients; develop and coordinate menu; inspect meals served for conformance to prescribed diets and meets standards; administer nutrition education training and in-service programs and other training; develop and implement nutrition education modules; develop policies for dietary/nutritional services to assist in health promotion and disease control; provide consultation to other DBHS treatment center, Indian Health Service (IHS), schools and other tribal and community programs.

Prepare and administer budget for food, equipment and supplies; research and plan for grant proposals for additional funding; attend staff meetings and other continuing education workshops and training; assists with program planning modifications, materials development and other special projects; assures the nutrition component at treatment center meets and maintains nutritional standards; assist with and participate in case staffing; 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Nutrition, Dietetics or related field; OR a Master's degree in Nutrition, Dietetics or related field; and

**Experience:**

two (2) years experience in public health or clinical nutrition; OR one (1) year experience in public health or clinical nutrition.

**\*To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.\***

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.

**Special Knowledge, Skills and Abilities:**

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.

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.

**\*\*Will be subject to a Fingerprint Clearance and Background Check\*\***

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