



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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E-Mail Address: poi70103@isletapueblo.com**

JOB ANNOUNCEMENT

**POSTING DATE: 10/21/2011
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: FITNESS PERFORMANCE NUTRITIONIST

PROGRAM: DIABETES PROGRAM

LOCATION: ISLETA HEALTH CLINIC

NO. OF POSITIONS: 1FT

POSITION #: 22031 POSTING # 066

STATUS: EXEMPT

GRADE: P1 SALARY RANGE: \$32,051 – \$38,992

DESCRIPTION OF WORK

General Statement of Duties: Under the supervision of the Diabetes Prevention Program Department Manager. The Fitness Performance Nutritionist is responsible for nutritional needs assessment and nutrition/fitness education and counseling of the clients of the Diabetes Prevention Programs of the Pueblo of Isleta.

Supervision Received: Works under the general supervision of the Diabetes Prevention Program Department Manager.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Develops Nutrition/Fitness Education Programs and collaborates with Health Educators in design and measurement.
2. Provides nutrition/fitness counseling to program patients and clients.
3. Develops and orders educational material for the program.
4. Works with Diabetes Department Manager to coordinate activities for the programs.
5. Provides nutrition/fitness consultation for professional staff, organizations, agencies and individuals within the community.
6. Prepares monthly nutrition education report, verbal and written presentations, outreach and media communications.
7. Participates with other tribal agencies in nutrition services and evaluations.
8. Provides clients skills such as measuring portion sizes, reading nutrition labels and food journaling.
9. Tracks and monitors client progress and makes adjustments where required.

10. Performs regular re-evaluations and continuously sets new goals with clients.
11. Works with personal trainers to design nutrition plan to enhance exercise performance and weight loss.
12. Provides nutrition/diet recommendations and meal plans based on client needs (health, lifestyle, fitness, or weight loss goals, and medical conditions).
13. Other job duties as assigned.

EDUCATIONAL REQUIREMENTS:

1. Bachelor's degree from an accredited college or university in food science, nutrition, or dietetics.
2. At least 6 hours of exercise science coursework preferred.
3. Lifestyle Weight Management Consultant (LWMC) certification preferred.

EXPERIENCE REQUIREMENTS:

1. Minimum of 6 months working with clients in nutrition/fitness consultation capacity-1 year preferred.
2. Experience working with special populations preferred; clients with medical maladies, the elderly, pregnant women, and youth.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member preference with the ability to speak Tiwa preferred.
2. Proficiency using Microsoft Office; Word, Publisher, Power Point, and Excel.
3. Knowledge of nutrition and fitness.
4. Ability to become proficient in Diabetes Nutrition Guidelines and recommendations
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to conduct motivational interviewing (MI).
7. Skilled in clinical and therapeutic dietary/fitness counseling.
8. Strong skills in creating meal plans that support health fitness and weight loss.
9. Ability to become certified as a Sports Nutritionist after one year of hire.
10. Ability to become a certified personal trainer after one year of hire.
11. Ability to work well with the community.
12. Ability to work occasional evenings and weekends.
13. Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive personal vehicle.
14. Ability to travel in and out of state if necessary.
15. Ability to pass a background check and drug test.
16. Ability to act as a role model and promote a healthy lifestyle during work hours.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in an office setting. Ability to lift up to 25 lbs. in order to carry educational supplies, files, work materials, etc. Driving within the local community will occur and travel in or out of state may be required.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

FOR ADDITIONAL INFORMATION CONTACT: Carol J. Jiron
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