



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 016-19 **OPENING DATE:** 01/25/2019
CLOSING DATE: 02/25/2019
POSITION: Nutritionist Coordinator **POSTED:** IN & OUT
PAY GRADE: E7 (Salary to be Determined Upon Hire)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Head Start/Early Childhood Learning
REPORTS TO: Head Start Executive Director
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Organizes, administers and coordinates health and nutrition services for Early/Head Start and Child Care children, families and staff.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Participates in overall planning and management of the Head Start Program as a member of the Head Start Management Team.
- Develops and/or revises, the annual service plan to achieve objectives and to meet Head Start Performance Standards.
- Links families with an ongoing system of health care, assist parents in the selection of health providers, provides or referrers families with child or family health problems, and promotes family involvement in all aspects of the health program.
- Negotiates with local health care professionals and service providers to ensure that services for families are available and accessible.
- Identifies, recognizes and assesses the health and nutritional needs of children through parent meetings, health screens, review of health records, or classroom observations.
- Promotes health and safety practices in the program and coordinates safety and sanitation procedures, first aid, and emergency medical procedures.
- Develops and implements Performance Standards Health Work Plans.
- Implements a variety of presentations and training with Head Start staff and parents related to federally mandated health prevention and intervention issues.

- Works closely with the Executive Director and center staff in referring children with diet or medical conditions.
- Develops and implements the Nutrition Work Plan, providing technical assistance to meet the nutritional standards of the program.
- Provides necessary education and nutritional counseling for parents, develops and implements a plan and system of monitoring and evaluating nutrition activities, providing staff with feedback.
- Provides supervision and monitoring to the kitchen staff; reviews menus including the quantity, quality, and variety of food purchased and served; works with kitchen staff to meet nutritional goals.
- Coordinates and monitors Child/Adult Care Food Program (CACFP), ensuring compliance with CACFP & Head Start Performance Standards.
- Assures all health records for children are complete, up-to-date, and in compliance.
- Interprets nutrition assessment data, provides nutrition counseling for families, and promotes good nutrition habits among children and families.
- Assists staff in dealing with children who have feeding problems or special nutritional needs.
- Provides technical assistance to Head Start & Child Care staff to ensure that component goals and objectives are monitored and achieved.
- Ensures staff and program resources reflect the multi-cultural diversity of the children and families of the program.
- Participates in the Head Start/Early Head Start Health Advisory Committee meetings.
- Coordinates and collaborates with staff, parents, and members of the Parent Policy Council to review and evaluate existing program, including development and implementation of a system for monitoring quality of the program and compliance with standards/regulations.
- Recommends corrective action in areas of weakness/non-compliance identified by staff, professionals or audits.
- Writes detailed records and write reports.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises kitchen staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Health Education, Nutrition, Dietetics, Home Economics, Public Health or related field.

- Two years of years of experience working with children and families with nutrition and health programs and education.
- Registered or Licensed Dietician preferred.
- Master's Degree preferred.
- Tiwa speaking preferred.
- Must obtain CPR and First Aid certifications.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of physical, emotional social/cognitive development in children ages birth to five years.
- Knowledge of records management procedures.
- Knowledge of Head Start Performance Standards.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to plan and implement effective program procedures; and recognize and assure a high degree of quality and efficiency in program service delivery.
- Ability to work independently and effectively manage time, set priorities and meet deadlines with many interruptions.
- Ability to exhibit emotional maturity, good judgment and high standards.
- Ability to independently undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.

- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Sits for up to 6 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 25lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment or childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.