



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 061-22

OPENING DATE: 05/09/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Nutritionist-Breastfeeding Coordinator
PAY GRADE: E6 (\$21.92/hr. - \$31.78/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: WIC
REPORTS TO: Director, WIC Program
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides Women, Infants, and Children (WIC) services to eligible participants in the service region. Responsible for Nutrition and Breastfeeding sections of the WIC program, including administration and clinic-level duties.

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:

- Oversees Nutrition and Breastfeeding sections of the program.
- Oversees WIC Clinic Operations.
- Maintains Clinic Schedule using the WIC Eligibility System (Mosaic).
- Assists with the development of WIC Policies and Procedures in accordance with Federal Regulations.
- Assists with the development of the annual USDA WIC State Plan.
- Certifies clients for eligibility into the WIC Program.
- Coordinates, develops, implements, conducts and evaluates nutrition education and promotion activities for the WIC Program.
- Develops and orders educational material for the WIC Nutrition Program.
- Develops and conducts outreach activities to increase public awareness and to gain community support.

- Provides training and guidance for the WIC staff in the areas of nutrition and child development.
- Develops local standards for referring high-risk patients for nutrition counseling; provides clinical nutrition counseling for referred high-risk patients.
- Participates in the WIC Mosaic User Group (clinic eligibility system); which includes attending meetings, participating in User Acceptance Testing (UAT), and implementing system enhancements.
- Assists Director with writing and implementing grants.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences; this may include out of state travel.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises the WIC Nutritionist and WIC Nutrition Assistant in the provision of WIC program services; provides coaching, counseling, training, and feedback; assigns reviews, and delegates work and job responsibilities to designated staff as needed.
- Assists with hiring, evaluating, and developing professional staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in nutrition, dietetics, or related field.
- Two years of experience working with people in nutrition and health setting; or equivalent combination of education and experience.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of WIC Program goals and objectives and federal funding rules and regulations.
- Knowledge of the relationship between nutrition and good health.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of health and nutrition principles and body composition.
- Knowledge of motivational techniques and practices.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in treating patients with tact, courtesy, and respect.
- Skill in clinical and dietary counseling.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an indoor setting with a moderate noise level.
- Frequent interaction with the public.

PREFERENCE:

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