



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 134-22**

**OPENING DATE: 09/06/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** WIC Nutritionist  
**PAY GRADE:** NE8 (\$21.26/hr. - \$28.70/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** WIC  
**REPORTS TO:** Nutritionist-Breastfeeding Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** To screen applicants to determine eligibility by assessing income, residency and nutritional risk. Provide nutrition education to participants at certification. Provide group facilitated nutrition education and information on healthy eating, health counseling, breastfeeding support, nutrition classes, cooking classes, referrals to healthcare providers and social services, and outreach activities.

*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:**

- Maintain effective and efficient Women, Infants and Children Program operations in the Region by assessing nutritional risk, determining eligibility, and providing one-on-one and group nutrition education.
- Provide quality client services using constructs of Participant Centered Education as required by United States Department of Agriculture.
- Perform clerical duties such as filing, typing, data entry, word processing, and other computer software applications; operate photocopiers, fax machines, and other office equipment.
- Prepare mailings, answer phones, answer questions, deliver messages, and make appointments; electronic card inventory, archiving, and supply.

- Assist Nutrition Supervisor to increase community awareness and positive perception of the Isleta WIC Program by providing outreach in the community and interacting with other Public Health programs including participating in health fairs and developing nutrition education bulletin boards with approved messages.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Nutrition, Dietetics, or related field.
- One year of experience working with people in nutrition and health settings.
- Must obtain certification in the WIC Breastfeeding Curriculum Training program within 90 days of hire.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 nutrition and breastfeeding education.
- Knowledge of the relationship between nutrition and good health.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in treating clients with tact, courtesy, and respect.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to operate hemoglobin machine.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.

**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.