



**Job Title: COMMUNITY NUTRITION WORKER**

**Department /Office:** Women, Infant and Children's (WIC)

**Reports To:** WIC Manager

**Salary / Hourly Range:** 23

**Job Classification Code:** 8810

**Level of Background Check:** 1B

**Status:** NON-EXEMPT

**Driving Required:** Yes, As Required

**PD Revised:** 10/01/2015

**JOB DESCRIPTION:**

This position is responsible for providing nutrition advice, guidance and assistance to eligible families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission, goals & objectives. The work consists of duties that involve various related steps, processes, and methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and difference among several alternatives. The incumbent is under general supervision and line authority of the WIC Manager. The supervisor defines the overall objectives, priorities and timelines. Incumbent plans and carries out responsibilities independently, keeping the supervisor informed of potentially controversial issues. Work is reviewed for accuracy, adequacy and adherence to policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Interviews clients/guardians to determine eligibility of WIC services based on income, residence, and categorized eligibility; provides the clients/guardians a Rights and Responsibilities form that explains the WIC program and responsibilities of the WIC staff; generates checks & explains the usage of the food checks and authorized vendors.
2. Takes height & weight measurements; for all clients and evaluates clients health, explains the risk factors for each client, and accurately enters the anthropometric data into the computer. Collects blood samples to determine hemoglobin levels;
3. Assesses each client's nutrition status and provides nutrition counseling using the participant-centered method. Develops goals and ways to meet that goal with the client. Assigns a food package based on the needs of the individual clients.
4. Makes appropriate referrals after evaluation of client/families to other resources, i.e., health care facilities, community, state or federal programs, etc.; coordinates services for clients referred from other agencies to improve or meet the needs of the individuals/families.
5. Provides breastfeeding education and gives support to pregnant and post-partum women.
6. Maintains rapport with local WIC vendors; provides training and monitoring through vendor site reviews; monitors vendors to assess compliance with the Hopi Tribe's and Inter-Tribal WIC Program guidelines. Completes vendor site reviews according to ITCA policies and procedures.
7. Performs functions of a clerk as needed.
8. Ensures appropriate documentation when issuing special formulas and foods.
9. Maintains confidentiality of client and vendor information.
10. Provides WIC nutrition classes and food preparation demonstrations to clients.
11. Performs other duties as assigned or authorized to achieve program goals and objectives.

**PERSONAL CONTACTS:** Services, Hopi villages/communities, Hopi Head Start Program, state & federal agencies, other resource agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and establish a network of resources/services.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** Work is shared between an office and community based setting, requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Travel on and off the reservation range from moderate to extensive, is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Associates Degree in Nutrition or a related field;

AND

B. Experience: Two (2) years' work experience in community or public health nutrition work or in a human services field performing similar duties;

OR

C. Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of health education program planning, principles and methods.
- Knowledge and understanding of health issues relating to diabetes and women's health issues
- Knowledge of the cultural, social and economic backgrounds of the Native American population.
- Knowledge of modern office machines/equipment and computer software.

B. Skills:

- Good verbal and written communication skills
- Possess basic nutrition education skills
- Good human & public relations skills
- Skill in operating modern office machines/equipment and computer software.

C. Abilities:

- Ability to conduct public presentation
- Ability to operate modern office machines/equipment and computer software
- Ability to establish and maintain professional working relationships with others and agencies that provide supportive services.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must have a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete & pass the pre-employment screening (includes a sensitive background & fingerprint check) in accordance with Hopi Tribal Policy.
3. Enroll in dietary courses with Central Arizona College (must pass with a C or better).
4. Within one (1) year of employment, Incumbent will be required to complete & pass all WIC competency units and the certified Breastfeeding Counselor's Course.

**DESIRED REQUIREMENTS:**

1. Speak and understand the Hopi or Tewa language to translate from English to Hopi/Tewa and vice/versa.