

NORTHERN CHEYENNE TRIBAL HEALTH DEPARTMENT

DIABETES PROGRAM Job Announcement 2018

Position: Nutrition Technician (Temp)

Salary: \$12.00 -14.00 per hr.

Department: Diabetes Program. Cheyenne's in Balance

Accountable to: Diabetes Program Administrator

CLASSIFICATION: Full time

OPENING DATE: May 2nd 2018

CLOSING DATE: May 16th 2018

1. Submit a completed application.
2. RESUME.
3. Three (3) letters of recommendation/references.
4. College transcripts/High School transcript/Diploma/GED.
5. Training certificates.
6. DD-214 Military Service Record (if claiming veteran's preference).
7. Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference)

Please mail to: Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Summary of work: The Nutrition Technician will perform diabetes-friendly food demonstrations in all the reservation communities and make healthy food presentations and work as a team member with the Diabetes Program Team.

Job Characteristics:

Nature of Work: This position performs food demonstrations, they must initiate food requisitions to purchase foods and related supplies, clean all cooking utensils after the demonstrations. This position will also conduct healthy food choices demonstrations, prepare materials and documents, and prepare informational poster. Technician will also make monthly and quarterly reports on all activities, the number of participants and the types of demonstrations and presentations made. Technician will also formulate memorandum of agreements with other reservations programs, agencies and entities in the areas of making those demonstrations and presentations regularly.

Personal Contact: This position will regularly seek guidance and support from the Tribal Health Nutritionist will also contact community leader, other program directors for collaborative agreements.

Areas of Job Accountability and Performance: Will work with diabetes patients and community persons, special interest groups for diabetes awareness public relations projects.

Job Requirements: Knowledge: this position requires knowledge of office machines and interest in nutritional training.

Skills: this position requires knowledge of office machines, i.e. personal computers, copies, fax machines.

Abilities: This position requires the ability to make public speaking presentations in the areas of diabetes friendly food preparations, demonstrations and purchases, calorie counting and other related information.

Job Performance:

Evaluation of this position will be based primarily upon the performance of the preceding requirements and duties.

1. Clerical – filing, reporting, memo's and mailings.
2. Food Demonstrations – preparations, purchase, content and assisting with clean up.
3. Public relations – Preparation of poster and flyers and public speaking abilities.
4. In-service training – participation as a team member in program training, seminars, and projects and conduct with other staff, patients and community members.

Education and Experience:

The above knowledge, skills and abilities are acquired through a combination of education and experience equivalent to:

- High School Diploma
- Minimum of (2) two years' experience with a personal computer, area of concentration is with Microsoft and all its applications and general interest in nutrition and health promotion activities.