



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

WIC Nutritionist

Open Date:

October 9, 2017

Position Objective: Provides nutrition education, promote breastfeeding, issue food vouchers for WIC Program participants

Major Duties & Responsibilities

- Interviews clients to determine nutritional eligibility. This may include weighing, measuring and Hemoglobin determinations in addition to dietary and medical history evaluations.
- Provides nutrition education
- Encourages breastfeeding and provides ongoing support for breastfeeding clients.
- Maintains appropriate documentation of services and education provided to clients.
- Reviews, selects or produces appropriate nutrition education
- Assists in supervising and training WIC certifiers
- Prescribes appropriate supplemental foods and issues food vouchers.
- Determines financial eligibility.
- Informs clients of health services available at the WIC agency.
- Provides applicants with information about other food assistance, health and social service programs for which they might qualify.
- Vendor monitoring. Receipt review, price surveys, etc.
- Schedule WIC Program participants
- Follow-up on missed appointments
- Attend meetings as required by program director.
- Perform other tasks or projects as assigned by program director.

Knowledge, Skills, & Abilities:

- Current nutrition recommendation for women, infants and children
- Current WIC Program computer system
- Other program referrals
- Be able to work effectively with others and be a team player.

Qualifications, Experience and education required:

- Degree in Foods and Nutrition, Community Nutrition, Public Health Nutrition or Home Economics
- Education or will be a registered dietitian or be eligible for registration with the American Dietetic Association.

- Have current access to WIC Program LegeNDs system
- Pass a background check.
- Pass a drug & alcohol test

Job Location:	Spirit Lake Tribal Community Center	Company Industry:	Spirit Lake Tribe WIC Program
Exempt/Non-exempt	Non-Exempt	Closing Date:	October 13, 2017
Employment Status:	Part Time	Supervision	WIC Program Director
Hourly Salary Range:	\$19.00	Manages Others:	No

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure

Complete application/Resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.