

POSITION DESCRIPTION

Title: Nutrition Specialist and Coordinator

Status: Regular, Full-time

Position in Tribal Organization: The Nutritionist Specialist and Coordinator is employed by the Tribe, through the Indian Health Services Contract. He/She is under the immediate supervision of the Medical Director/Health Director and works closely with the WIC Coordinator.

Role: The Nutrition Specialist and Coordinator assists the Health Director in providing nutritional education services to the members of the Pleasant Point Community. He/She will be required to become licensed and registered within the State of Maine.

Duties:

1. Assist in the planning, development, implementation, and evaluation of nutrition services in the Passamaquoddy Pleasant Point Health Center and community based on nutritional needs, cultural patterns, and available resources.
2. Assist in the coordination of activities for the Passamaquoddy Pleasant Point Diabetes Program and serves as liaison to the IHS Special Diabetes Program for Indians (SDPI).
3. Act as primary nutrition consultant to tribal health program, agencies, and community groups, including WIC, Senior Citizens (Title VI) nutrition programs, and local schools/daycare programs.
4. Coordinate nutrition services with other departments within the Passamaquoddy Pleasant Point Health Center and with other tribal/state/county agencies and local hospitals that provide nutrition services to tribal members.
5. Review, select, and maintain culturally appropriate and technically accurate nutrition education materials for use in the Health Center and community.
6. Interpret nutrition information and research findings to Health Center staff and pertinent community agencies and groups.
7. Assist with the administration of nutrition program functions and services by developing and maintaining policies/procedures, required reports, quality assurance activities, and Grant writing for Nutrition programs that include an annual plan with measurable goals and objectives.
8. Responsible for writing and implementing the Women Infant and Children's grant.
9. Provides Medical Nutritional Therapy (MNT) to clients.

Required Qualifications:

1. Registered Dietitian (RD)
2. Experience writing and implementing grants related to WIC and diabetes.
3. Experience in providing Medical Nutritional Therapy (MNT) including counseling people with diabetes and diabetes with chronic kidney disease.
4. Experience with coordination of nutritional services and activities within diverse communities.
5. Must be able to work well with the general public as well as within the clinic setting.
6. Knowledge of Indian Culture as well as traditional practices is preferred.
7. Must be a team player, but willing and able to work independently if needed.
8. Possess a Valid Maine Driver's license
9. Willing to travel as the job requires
10. Ability to adhere to the Drug Free Workplace Act

Preferred Qualifications:

1. Master of Science in Nutrition
2. Certified Diabetes Educator