



EMPLOYMENT OPPORTUNITIES

Job Title: Nutritionist (CNP)

Closing Date: 01/22/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-064-2

Job Type: Full-Time Regular

Department: Nutrition Assistant Program

Location: 66 W. Pima St.

City: Sacaton, AZ

Area of Interest: Community Services

Salary Range: \$56,957.00 – \$83,957.00

DISTINGUISHING FEATURES OF THE CLASS:

The Nutritionist provides nutrition services for Women, Infant, and Children (WIC), Federal Distribution Program on Indian Reservations (FDPIR), and the Elderly Nutrition Program (ENP) within the Nutrition Assistance Program. The incumbent oversees the nutrition services to ensure that quality nutrition services are being provided. Primary roles include high risk client's assessments, menu development for elderly and nutrition education material.

ESSENTIAL FUNCTIONS:

- The Nutritionist counsels high risk clients during WIC clinics; assesses the health and diet of clients, by performing height, weight, and hemoglobin checks; available to clients at their request for one-on-one dietary issues or concerns. Must be able to perform the duties of the Certified Competent Authority and to include: overseeing nutrition services performed by other staff through file reviews and observations; Conducting nutrition classes for WIC participants.
- The Nutritionist serves as a resource to staff for nutrition education and breastfeeding information; Serves as a contact for district cooks for questions about menu preparation; Responsible for district kitchen inspections, filing a consultant report bi-annually for each of the seven districts; Observes and assesses adherence to menus, recipes, and sanitation techniques.
- The Nutritionist is responsible for menu development for the Elderly Nutrition Program; develops a menu that follows the nutrition guidelines of the grant. Responsible to review and approve of all menus to comply with the contractor service requirement.
- Develops nutrition materials such as: Program flyers, healthy recipes, and nutrition education material for the monthly distribution calendars.
- Assist in training of staff by monitoring staff during nutrition education client appointments and recommending any improvements as needed.
- Provides food and formula approvals for WIC clients.
- Develops and implements the nutrition and breastfeeding goals and objectives and assists in the evaluation of the objectives.
- Refers high risk clients to health and social services as needed and follows-up on referrals
- Prescribes food packages to high-risk clients as appropriate.
- Effectively use data and reports to evaluate, manage and improve nutrition services.

- Coordinates nutrition services with other internal WIC Program operations and other external partners, including both public and private organizations.
- Maintains confidentiality of client and vendor information.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of WIC and other federal nutrition programs.
- Knowledge of health and social services programs in the community.
- Knowledge of or willingness to learn cultural values and beliefs of the population that affect nutrition status.
- Excellent knowledge of infant formulas and their use.
- Excellent knowledge of various diseases and how nutrition is impacted by these diseases to include dialysis diets.
- Knowledge of nutrition during pregnancy, infancy, and early childhood.
- Knowledge of or ability to learn the authorized WIC foods and food packages.
- Demonstrate ability to develop, implement, and evaluate goals and objectives.
- Knowledge of WIC certification and eligibility requirements, preferred or ability to learn.
- Knowledge and skill in breastfeeding promotion, identification of problems, counseling of mothers and support of mothers, preferred or willingness to learn.
- Willingness to work independently and as part of a team.
- Ability to analyze and evaluate data and reports.
- Ability to maintain detailed records.
- Ability to develop training curricula and conduct effective training sessions.
- Ability to pay close attention to detail.
- Demonstrated ability to critically think.
- Ability and willingness to travel.
- Ability to use Participant Centered Services skills such as rapport building, affirmations, open-ended questions, reflections and summarizing in counseling and use tools provided.
- Ability to adapt to new situations, policies and procedures.
- Ability to understand, interprets, and explains growth grids and weight gain grids.
- Strong ability to speak clearly, concisely and effective one-on-one and in groups.
- Ability to work in a fast-paced, stressful environment.
- Excellent organizational and time management skills.
- Excellent oral and written communication skills and interpersonal skills.
- Excellent proficiency in nutrition, nutrition assessment, and counseling skills.
- High proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Explorer and ability to learn other software applications including the WIC computer systems.

REQUIRED EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited college or university in Nutrition, Dietetics, Food Nutrition or a closely related field, and a minimum of two (2) years of experience in Public Health, Community Health Education, or Clinical Nutrition; or any combination of education, training, or experience which demonstrates the ability to perform the duties of this position.

Master's degree preferred.

Must be registered through the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

ADDITIONAL REQUIREMENT:

- Must complete approved breastfeeding training within six (6) months of hire.
- Must successfully complete a training program approved by ITCA on providing nutrition services to high risk clients.

- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
 - Required to attend Title 7 Mandatory Reporting training on a yearly basis.
 - Required to pass a background check.
 - Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.
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BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**