



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: February 21, 2024

Closing Date: Open until filled

WIC NUTRITION SERVICES COORDINATOR

Annual Salary: \$54K-\$58K (DOE)

Benefits: Medical, Dental, Basic Life & 401(k)

Under the direction of the Nutrition Manager, the Nutrition Services Coordinator effectively provides and oversees nutrition and breastfeeding services at the assigned local agencies and assists the Nutrition Manager with monitoring, material development, staff training and other related areas. Timely and regular attendance to work and work-related events is an essential function of this position.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Provides on-site and telephone technical assistance to local agencies, state agency staff and health professionals to ensure compliance with federal regulations and policies & ITCA policies.
- Participates in the development of the local agency nutrition and breastfeeding plans and assists in implementation and evaluation of the plan.
- Oversees and approves food and formula special authorizations and coordinates with medical providers as appropriate.
- Trains, monitors, coaches and evaluates local agency staff providing nutrition services to clients.
- Refers high-risk clients to health and social services as needed.
- Prescribes food packages to high-risk clients as appropriate.
- Assesses nutrition status and provides nutrition and/or breastfeeding counseling, in-person, on the telephone and through video conferencing, to high risk clients that addresses the client's needs.

Knowledge/Skills and Abilities

- Ability to write manuals, reports, position papers, letters and memorandums.
- Ability to develop training curricula and conduct effective training sessions.
- Knowledge of federal nutrition programs and Indian tribal governments.
- High proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Explorer and ability to learn other software applications as needed.
- Ability and willingness to travel throughout Arizona frequently and nationally occasionally. Overnight stays are required.

Education Requirements and Experience:

MA degree in the field of nutrition plus at least one year of experience as a nutritionist in education or a combination of education and experience that is equivalent. Holds credentials of a Registered Dietitian (R.D.) with the Academy of Nutrition and Dietetics' Commission on Dietetic Registration. Valid driver's license and submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe