



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

NUTRITION EDUCATOR

Position Description

Opens: June 9, 2021

Closes: June 16, 2021

Department:	Health	Reports to (title):	Nutrition Education Coordinator
Job Code:	N-9	Job Location:	Bois Forte ENP Nett Lake, MN
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	04/15/2021

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Nutrition Educator will be responsible for teaching healthy nutritional choices in a variety of setting including community gatherings, conferences, one-on-one, preschool and school aged children in the classroom, and through demonstrations. All Nutrition Education activities will target and benefit SNAP recipients and eligible SNAP recipients as they primary client. The Nutrition Educator will collaborate with other programs to educate and promote healthy nutritional choices for all community members and will work with the Nutrition Education Coordinator to coordinate nutrition education plans for the community.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Implement Food Sovereignty projects.
2. Implement Wiisiniwin Ni Tum (Traditional Foods First) social marketing campaign through events and education.
3. Maintain community garden and harvest produce to be utilized around community.
4. Help assist with Traditional Farmer’s Market.
5. Implement agricultural and educational plans in accordance with SNAP-Ed program plans and guidance documents including providing community focused agricultural and gardening education and supporting food production and access efforts to improve the community food system.
6. Analyze available evidence-based materials for community food system needs and abilities and determine procedural changes for greater efficiency and effectiveness.
7. Plans and performs Community Education events regarding agricultural development.

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8. Participate on advisory committees to promote SNAP-Ed participation, healthy eating and active living for the SNAP-Ed target audience and improve overall food access and food system equality.
9. Prepare and conduct group and individual education lessons using approved curriculums, and manage the lesson planning to achieve measurable outcomes.
10. Collect and enter program data through SEEDS (SNAP Education Evaluation and Database System)
11. Present lessons at location accessible to target participants.
12. Perform participant evaluations on an ongoing basis to records changes in knowledge and behaviors.
13. Teach on the topic of nutrition in a variety of settings, including demonstration projects, cooking classes, in class teaching and one on one home visits.
14. Attend pre-approved program relevant trainings and grant required meetings as scheduled.
15. Collaborate with other community programs to plan activities in accordance to SNAP guidelines.
16. Promote program and maintain positive working relationships with community agencies.
17. Implement nutrition education activities, programs, flyers, education materials, displays, presentation and message appropriate for the community.
18. Perform other responsibility as assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One to three years' experience in a work, volunteer, or other applicable setting related to food. |
| Education: | <ul style="list-style-type: none">• High School Diploma or equivalent required. |
| License/Certification: | <ul style="list-style-type: none">• Basic Life Support certification• Food Handling Safety certification |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to teach, speak, demonstrate, and hold discussions effectively in front of and with various groups and individuals.• Knowledge of all federal and tribal laws pertaining to data privacy, equal opportunity, and affirmative action, Tribal Band Personnel Policies and Mandatory Reporter Requirements as it pertains to children and vulnerable persons.• Ability to understand families living on limited resources.• Knowledge of current Federal regulations that govern programs with a nutrition component.• Knowledge of the specific nutritional problems of various groups, ranging from children to the aged, and from the sick to the healthy.• Knowledge of appropriate education and training principles and techniques, as applied to health practices, to instruct the groups served concerning the various aspects of diet and nutrition.• Ability to maintain a flexible work schedule, including regular evening and weekend work, to meet time demands and/or special needs of SNAP-Ed program participants.• Ability to communicate, both orally and in writing, to make presentations, explain recommendations, provide guidance, respond to inquiries, prepare reports, and interact with high level officials and representatives from public and private organizations.• Ability to organize work and work independently.• Ability to keep accurate and complete work records.• Knowledge of community and existing community services. |

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- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Associate degree in Nutrition or other related health field.

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630

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background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.