



# Bois Forte Band of Chippewa

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

## NUTRITION EDUCATION COORDINATOR

### *Position Description*

**Opens: November 20, 2023**

**Closes: December 01, 2023**

<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Nutrition Educator Manager
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Reservation-Nett Lake, MN
<b>Pay Range:</b>	Min: \$17.02 Mid: \$21.28 Max: \$25.53	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non- Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	11/15/2023
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	11/15/2023

### 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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Nutrition Education Coordinator will teach and demonstrate nutritional choices in various settings, including group gatherings, one-on-one, preschool and school-aged classrooms, and community events. All Nutrition Education activities will target and benefit SNAP recipients and eligible SNAP recipients as the primary client. The Nutrition Education Coordinator will collaborate with other programs to educate and promote nutritional choices for all community members and will work with the Nutrition Education Manager to coordinate nutrition education plans for the community.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Prepare and conduct group and individual education lessons using approved curriculums and manage the lesson planning to achieve measurable outcomes.
2. Responsible for classroom prep, such as lesson plans, recipe shopping, prepping samples/demos, and creating parent take-home letters, if applicable.
3. Present lessons at locations accessible to target participants if not already established.
4. Educate various nutrition topics in person and/or virtually.
5. Collect and enter program data through SEEDS (SNAP Education Evaluation and Database System).
6. Perform participant evaluations on an ongoing basis to record changes in knowledge and behaviors.
7. Collaborate with other community programs to plan activities in accordance with SNAP guidelines.

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8. Promote programs and maintain positive working relationships with community agencies.
9. Implement nutrition education activities, programs, flyers, education materials, displays, presentation and message appropriate for the community.
10. Help implement any Food Sovereignty projects.
11. Help implement any Policy, Systems, and Environmental (PSE) Initiatives for the community.
12. Help implement Nutrition Education's social marketing campaign.
13. 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.
14. Attend pre-approved program relevant trainings and grant required meetings as scheduled.
15. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
16. Perform other responsibilities as assigned by the supervisor.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• One to three years' experience in work, volunteer, or other applicable setting related to food and nutrition.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma or equivalent required.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Basic Life Support certification.</li><li>• Food Handling Safety certification.</li><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to teach, speak, demonstrate, and hold discussions effectively in front of and with various groups and individuals.</li><li>• 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.</li><li>• Ability to understand families living on limited resources.</li><li>• Knowledge of current Federal regulations that govern programs with a nutrition component.</li><li>• Knowledge of the specific nutritional problems of various groups, ranging from children to the aged, and from the sick to the healthy.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• Ability to organize work and work independently.</li><li>• Ability to keep accurate and complete work records.</li><li>• Knowledge of community and existing community services.</li></ul> |

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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 training 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.
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 40 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 may have 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 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

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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.

**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](http://www.boisforte.com) to complete 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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**