

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Dietitian-Youth Consultant  
**POSITION NUMBER:** 00007  
**DEPARTMENT:** Community Health Services  
**LOCATION:** 525 Airport Road Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** WIC Nutrition Manager  
**SALARY:** E05 \$45,961/Annually (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** October 7, 2020  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 14, 2020  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

The Dietitian-Youth Consultant provides nutrition education and foodservice consultation required for Oneida Nation youth nutrition-based programs: Early/Head Start, Child Care and Schools. Actions are directed toward the goals of nutrition and health assessment, education, risk reduction, and quality foodservice for individuals, families and communities. Activities include systematic analysis of nutrition and health status data, care plan development, nutrition education, foodservice monitoring and training, team building and collaboration with partners to promote population nutrition health. Collaborate and consult with multi-disciplinary and multi-agency teams in order to achieve desirable outcomes of community nutrition education programming and events. Continuation of this position is contingent upon funding allocations.

**DUTIES/ RESPONSIBILITIES**

The Dietitian-Youth Consultant performs the following essential functions within the framework of the Public Health Core Competencies (PHCC) and the Child and Adult Care Food Program (CACFP); WI Department of Public Instruction (DPI), and Head Start standards. These duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**Analytical/Assessment Skills**

1. Utilize data in the promotion of nutrition health and wellness: qualitative, quantitative, primary, and secondary.
2. Contribute to the community health assessment process.

**Policy Development/Program Planning Skills**

3. Provide nutrition and foodservice assessment, planning, implementation and evaluation of Oneida youth nutrition programs including nutrition education, food demonstrations, teacher and foodservice staff training; menu consultation, analysis and approval, and recommendations for nutrition policies and procedures.
4. Contribute to the development, implementation and revision of required policies and procedures to ensure nutrition health and safety.
5. Provide foodservice site monitoring to ensure compliance with applicable standards and policies, as required.
6. Participate in department strategic planning.
7. Maintain strict department and data security, confidentiality, and quality to meet professional standards of programs and grants.

**DUTIES/ RESPONSIBILITIES(Cont.)**

**Communication Skills**

8. Communicate effectively in the English language to individuals and groups, both verbally and in writing.
9. Prepare timely and concise reports of consultation activities, site recommendations or required corrective actions and provide to site managers and supervisor.
10. Provide current nutrition education and materials to influence behavior and improve health of individuals and groups.
11. Operate business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software.

**Cultural Competency Skills**

12. Interact with clients, co-workers and community partners with fairness and equity and deliver services free of bias or prejudice.
13. Support diverse perspectives when implementing programs and services that affect the health of a community.

**Community Dimensions of Practice Skills**

14. Participate in the Community Health Consultants team meetings for youth program or event collaboration.
15. Participate in Head Start Health Services Advisory committee for collaboration and to meet program standards.
16. Develop and maintain current contacts with local/regional peers, professionals, partners and community organizations for referrals and program collaboration.
17. Engage clients and community members in providing feedback or input for the purpose of improving policies, programs and services.

**Public Health Sciences Skills**

18. Apply evidence-based nutrition and foodservice standards to meet CACFP, DPI, and Head Start requirements in youth Consultant services.
19. Ensure foodservice site staff participate in annual required online and/or classroom training including, but not limited to USDA Civil Rights for Front-line staff, CACFP Meal Patterns, National School Breakfast and Lunch Program Meal Patterns.
20. Participate in health and nutrition screenings to identify high-risk students that may need an individualized nutrition intervention or health care referral.
21. Utilize the Academy of Nutrition and Dietetics (AND) Nutrition Care Process (NCP) for Medical Nutrition Therapy (MNT) when performing health screening, nutrition risk assessment, education and treatment, food prescriptions, referrals and plan of care documentation.

**Financial Planning and Management Skills**

22. Follow purchasing processes and budget guidelines in requests for program supplies, services and training.

**Leadership and Systems Thinking Skills**

23. Contribute to team efforts with peers and partners for quality nutrition, foodservice, health and wellness, or disease prevention community educational programs and events.
24. Participate in professional continuing education activities, as required to maintain credentials.
25. Provide professional mentoring to students, dietetic interns, using direct observation, assistance and feedback for performance success and rotation assignments.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

1. Work is generally performed in an office setting, as well as community sites and workplaces.
2. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ ice, cold, heat. Community locations may subject worker to increased risk of driving hazards.
3. Community locations may subject worker to communicable diseases, insect and other disease vectors, toxins, hazardous materials, chemical and animals. Potential risk of blood borne pathogen exposure.
4. In all settings, employee may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behavior and/ or communication.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS(Cont.):**

5. Due to the need for public health personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities: Must be able to be fitted and wear appropriate respiratory protection.
6. Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions. Exert up to thirty (30) pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
7. Evening and/or weekend work and/or extended hours and irregular shifts may be required.

**STANDARD QUALIFICATIONS**

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

1. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.
2. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
3. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
4. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
5. Must adhere to strict confidentiality in all matters. Health Insurance Portability and Accountability Act (HIPAA) training.
6. National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and NIMS700 certification within three (3) months of employment.
7. Basic Life Support (BLS) certification within ninety (90) days.
8. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
9. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
10. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**PREFERRED QUALIFICATION**

1. One (1) year of experience in Nutrition or Foodservice related field.

**MINIMUM QUALIFICATIONS**

1. Bachelor's Degree in Dietetics or Nutrition Science.
2. Registered Dietitian/Nutritionist (RDN) with the Academy of Nutrition and Dietetics (AND).
3. Certified Dietitian (CD) with the State of Wisconsin.
4. Serv-Safe Sanitation Certificate, within ninety (90) days of hire.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma/degree, license, or certification upon employment.**