



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	922537006	Last Revised:	02/26/2018
Position Title:	Nutritionist/Fitness Education Coordinator	Department:	Cherokee Choices
Reports to:	Cherokee Choices Program Director	Division:	Public Health & Human Service

Primary Function: The Nutrition and Fitness Education Coordinator function in the development, implementation and continuous evaluation of health and fitness program, curricula and materials. Responsibilities include assurance of a standard of quality of care, strategic planning, consistency of nutrition and fitness education messages throughout Cherokee Choices programming as well as participation in policy and goal development.

Job Duties and Responsibilities:

- Interact with internal and external customers in a polite and professional manner.
- Provide education and serve as a resource for the community on diabetes prevention and management physical fitness.
- Design and carry out evaluation and program effectiveness.
- Collaborate with all other EBCI as well as federal programs.
- Provide and/or coordinate the orientation and continuing education for the program personnel.
- Assists in the assessment, revision and development of instructional materials to meet diverse educational needs for various age groups, literacy levels and cultural background.
- Demonstrates excellent writing skills that are utilized to write policies, protocols, curriculum, patient teaching resources and other special project documentation.
- Responsible for protections and security of department supplies and equipment including audiovisual, equipment, computer and food models.
- Ensures a safe environment by adherence with safety policies and procedures.
- Maintains accountability for assigned projects and associated deadlines.
- Maintains current knowledge of the American Diabetes Standards of Medical Nutrition Therapy for diabetes management.
- Participates in staff support and administration activities as directed by the Public Health & Human Service Division.
- Ensures compliance with the Standards for Education Programs of the American Diabetes Association.

- Development of goals, objectives and policies consistent with the organizational goals and coordination of functions and resources to accomplish objectives.
- Supports the mission, strategic plan and goals of the EBCI Public Health & Human Service Division.
- Encourages, teaches, and promotes children & adults involvement in outdoor recreation, physical fitness and positive nutrition habits.
- Must be willing to shift and/or change responsibilities as needed.
- Must operate under a flexible schedule working some weekends and evenings.
- A bachelor's of science degree in Dietetics or Nutrition and successfully completed either a coordinated undergraduate program or internship required. Has successfully met certification requirements by CDR as a Registered Dietitian (or expected with 30 days of start of employment with EBCI)required.

**Education
/Experience:**

Licensure: Licensure in the state of North Carolina as applicable. Certification by the National Certification Board for Diabetes Educator is strongly recommended. Responsible for completing a minimum of 6 hours of continuing education annually in leadership, diabetes management and education principles.

Experience with fitness instruction desired. Must be willing to complete certification course to become a Certified Fitness Instructor.

Proficiency is expected within 6 months.

- Valid NC driver's license is required.

Job Knowledge:

Requires a broad knowledge of the pathophysiology of diabetes.

Must have a mastery of the pharmacological, dietetic and lifestyle interventions necessary to prevent diabetes related complications.

Understands organizational dynamic, communication networks, form and informal leadership and decision-making process. Must have knowledge and skill to provide individual and group education.

Must have knowledge necessary to participate in budget formulation, personnel relations and program development.

Possesses a broad knowledge of health and illness gained from at least 1 year of clinical experience. A demonstrated interest in working with people in diabetes.

Must be able to act as a leader or group facilitator for at least 30 people, including children and adults.

Requires clerical and computer skills, including familiarity with Microsoft Office.

Must possess organizational and coordinating skills that require planning, coordinating and administration of activities and events aimed at the reducing the incidence of Type 2 diabetes and promoting well-being.

Must have or be able to obtain first aid and CPR certification.

Must submit to and pass a Federal background check per regulations for working with children.

Must possess enthusiasm in everyday activities with children and adults.

Must have strong organizational follow-up skills.

Must be a team player.

Must adhere to the division philosophy of servant leadership.

Complexity of Duties:

Multi-tasking is required. Must communicate and respond appropriately to various situations with both individuals and with groups. Must be able to coordinate multiple activities at once. These activities deal with people from widely varying educational levels.

Supervision Received:

Supervised by the Cherokee Choices Program Director

Responsibility for accuracy:

This positions functions with a high degree of independence. The duties include pharmaceutical and dietary changes for diabetic patients. Error could have great adverse effects on the physical health of individual and on the program. Lack of accuracy could result in tremendous liability on the program.

Contact with Others:

Interacts frequently with community members, tribal employees, school personnel, students, coworkers, and other subgroups in community. Has outside contacts with program participants, partners, community members, and agency representatives in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and business etiquette to assure the maintenance of a positive working relationship.

Conducts services and business activity with a high standard of ethical behavior. Responsible for successful relations and the presentation of a positive health image and program to staff and the community.

The individual should possess excellent communication and leadership abilities with superior interpersonal skills and an ability to instill confidence in staff members.

Fosters teamwork and supports continuous quality improvement processes.

Confidential Data:

Damage to the program reputation and participant relationships could result if information is disclosed improperly. Must become familiar with and adhere to all applicable confidentiality laws and tribal confidentiality policies and procedures. Will ensure that all persons gathering data for the program are aware and abide by such regulations. Sensitive topics will be discussed such as children's mental health, attitudes and body image.

Maintains confidentiality concerning patients, medical records, hospital staff, physician and administrative matters.

**Mental /Visual
/Physical Effort:**

Requires the ability to participate and lead aerobic classes.

Education: Requires the development of innovative, educational materials to visually, mentally and physically stimulate age specific competencies. The job requires standing, walking, stooping, bending, exercising with some lifting of equipment. Seeing, hearing and speaking are required.

➤ Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment:

The role is performed in a variety of settings throughout the Public Health & Human Service System and community including client home, community centers. There is a potential for exposure to blood or body fluids and communicable diseases. Other disagreeable elements include dealing with stressful patients, personnel, physicians, patients and families/significant others. The program coordinator must possess stamina to withstand and function effectively under stress.

**Resourcefulness
and Initiative:**

Must be willing to be flexible in working with multiple projects. And be a resource for the team on multiple initiatives.

**Responsibility for
Accuracy:**

Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the program activities. Follows well defined tribal policies and procedures.