



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## Job Announcement

**Position:** Nutrition Education Assistant

**Location:** Mahnomen (Ranch)

**Pay:** \$19.45/hr.

**Benefits:** Full

**Open:** 11/15/24

**Close:** 12/06/24

**Status:** Full Time

This position is responsible for providing food services and nutrition education with emphasis on diet related diseases, obesity and physical activity, the goal is to increase awareness of the link between diet and specific diseases and to bring change in one's behaviors and lifestyle.

### Position Outcomes:

- Formulates evaluation report monthly and quarterly to the tribal and federal governments to ensure programs are meeting project goals.
- Prepares and compiles monthly data reports to the supervisor.
- Conducts pre and post surveys for effective reporting and maintains records of clientele who receive nutritional and physical education.
- Provides nutrition education services to Food Distribution and to community and resource agencies serving low-income clientele.
- Develop culturally relevant nutrition education materials that support dietary messages and physical activity initiatives to promote behavior change.
- Cooks and prepares healthy commodity foods for scheduled events,
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills, and Abilities:

- Knowledge of basic nutrition concepts and methods of instruction for individuals and groups.
- Knowledge of State and Federal food service guidelines. . Knowledge of Health and Human Services and community resource services.
- Knowledge of techniques and equipment for preparing healthy food choices, proper storage, and handling.
- Knowledge of the demographics, Native culture, customs and geography of the White Earth Reservation.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote individual safety of clients.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Human Services Program and the White Earth Reservation Tribal Council.
- Skilled in the operation of personal computer including related software such as Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Ability to provide positive customer service and the ability to interact with internal and external customers with tact and diplomacy, o Ability to communicate effectively, both orally and in writing.

### Qualifications:

- **High School Diploma or GED.**
- Completion of Food Manager Certificate from the MN Department of Health.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

#### Mail Applications to:

White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*