



WHITE EARTH RESERVATION

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

Job Announcement

Position: Head Start Health, Nutrition, and Safety Coordinator I or II
Location: White Earth
Pay: \$25.55/\$31.53 DOQ

Benefits: Full

Open: 11-18-24
Close: 11-22-24
Status: Full Time

The White Earth Reservation Tribal Council is seeking a qualified candidate this position is responsible for the Health, Nutrition, and Safety Components to ensure compliance with the Federal, Tribal, and State regulations and promote healthy lifestyles to staff and families.

Position Outcomes:

- Maintain and revise the health, nutrition, and safety service plans to ensure compliance with Federal, Tribal, and State regulations.
- Develop, manage, and evaluate health, nutrition, and safety documentation to compile accurate records for students and staff.
- Provide health, nutrition, and safety support to meet Federal, Tribal, and State requirements and recommendations.
- Organize and chair the Health Advisory Committee.
- Evaluate and revise the health, nutrition, and safety service plans annually.
- Communicate to staff, clients, and community regarding health, nutrition, and safety topics.
- Develop, implement, and organize Head Start health, nutrition, and safety documentation to compile accurate records for students and staff.

Knowledge, Skills and Abilities:

- Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customers and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of monitoring/Assessing performance of yourself, other individuals, or organizations to make improvement or take corrective action including time management. Managing one's own time to meet programmatic deadlines.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skilled in the ability to concentrate on a task over a period without being distracted.

Qualifications:

- Bachelor's degree in nutrition or health related field and one (1) year experience in community health or nutrition.
- Licensed Registered Dietitian Preferred.
- Valid driver's license and insurance for travel between sites and other business.
- Health and Safety coordinator 1: Driver's license
- Health and Safety coordinator 2: CDL License (will provide training).

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: 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.