

PERSONNEL



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405.422.7498
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Vacancy Announcement

Position: Dietitian-RD/LD & Good Health and Wellness Coordinator
Department: Diabetes Wellness Program
Location: Concho, Oklahoma
Issue Date: July 8, 2022 **Closing Date:** Until Filled

General Description

This position shall be under the supervision of the Project Director for the Cheyenne and Arapaho Diabetes Wellness Program. The purpose of this position is to assess nutritional needs, develop and implement nutritional care plans for clients of the wellness program. Services will be assessed according to the nutritional needs of the target communities adapting them to fit their cultural, social and economic conditions.

Duties

- Provides clinic and community based nutrition education, including regular participation with the diabetic clinics at the Watonga, and El Reno Clinics and the Service unit hospital at Clinton Oklahoma. Schedule meetings with families and community groups, provides demonstrations in menu planning at community meetings and selection home visits
- Plans and provides nutrition consultation and in service nutrition education for service unit and tribal program personnel in collaboration with the service unit dietitian which will be directed toward improving practices of program clients.
- Plans and provides nutrition and food service management consultation and technical assistance to tribal programs to include but are not limited to the Food Distribution, Tribal Nursing home, Head Start, Elderly Nutrition, CHR, EMS, Substance Abuse and Health Education programs and evaluated nutrition related operations.
- Assist the Fitness coordinator in providing nutrition education, Self-monitoring techniques with clients enrolled with the Wellness Center.
- Prepares, reviews and selects culturally appropriate nutrition education materials, prepare, write and submit monthly news articles to Tribal newspaper. Works with other program staff in development of charts leaflets, exhibits, visual aids, brochures for distributions of the communities of clinics.
- Assist in obtaining and analyzing data obtained on the relationships of dietary factors related to health and disease.
- Assist with developing diabetes education materials, and nutrition education information.
- Providing virtual food demonstrations for education purposes.

- Provide menus for other tribal programs.
- Keeping up current information regarding diabetes care management.

Good Health and Wellness

- Coordinate GHW grant which includes budget monthly billing and monthly reports.
- Father billing information for reimbursement and submit to administrative assistant to process payment.
- Assist with developing diabetes education materials nutritional education.
- Providing virtual food demonstrations for educational purposes.
- Provide menus for other Tribal Programs.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

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To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov