



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-078

POSITION: **NUTRITION SERVICES
COORDINATOR** OPENING DATE: **01/01/2023**

NO. OF VACANCIES: **1** CLOSING DATE: **CONTINUOUS**

SALARY: **\$55,359.20 PA**

PAY LEVEL: **09/01**

LOCATION: **Women, Infants, & Children (WIC) Program, Maternal, Infant, Child & Adolescent Health (MICAH) Programs, Population Health Services
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the direct administrative and general supervision of the WIC Program Administrator within the WIC Program, Maternal, Infant, Child & Adolescent Health Programs, Commonwealth Healthcare Corporation, the incumbent is responsible to oversee, manage and report on the nutrition and breastfeeding services unit in the WIC Program including but not limited to trainings, outreach, development of education materials, management evaluations, creation of specialized food packages for medium to high risk participants, prescribe medical formula (if applicable) and serve as the point of contact for nutrition and breastfeeding technical assistance and/or concerns to internal and external stakeholders.

DUTIES:

- Develops and evaluates the State's overall WIC Nutrition Services Plan.
- Provides technical assistance and consultation on nutrition services to Admin and Clinic staff and other health professionals.
- Provides in-service training and technical assistance for the Clinic staff involved in providing nutrition education to participants.
- Keeps current with up-to-date nutrition and breastfeeding information and disseminates this as well as FNS-provided information to Admin and Clinic staff.
- Develops program policies, procedures and/or guidelines that pertain to nutrition services (e.g., nutrition assessment, nutrition education, food package prescriptions, and job descriptions).
- Participates in the development, management and implementation of the program's nutrition services budget to ensure that it includes required expenditures for nutrition education, including breastfeeding promotion and support.
- Analyzes and comments on proposed policy or legislation that has potential impact on WIC nutrition services, when necessary.
- Coordinates nutrition services with other internal WIC Program operations and other nutrition assistance program partners, including both public and private organizations.
- Provides technical nutrition support in the development and revisions of the program management information systems like Health and Nutrition Delivery System (HANDS).
- Evaluates the effectiveness of professional training programs and revises curriculum and materials, as needed.
- Evaluates progress towards goals and objectives.

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- Identifies or develops appropriate nutrition education resources and materials.
- Has successfully completed a training program approved by the State agency on the provision of WIC nutrition services to high-risk participants.
- Refers high-risk participants to other health-related and social services, as necessary.
- Prescribes food packages to low risk and some high-risk participants, as appropriate.
- Approves medical documentations for supplemental foods, as appropriate.
- Develops individual care plans for high-risk participants.
- Coordinates nutrition education, including breastfeeding promotion and support that is responsive to the identified need/interest of each high-risk participant.
- Documents referrals and conducts appropriate follow-up for referred high-risk participants.
- Tracks high-risk participants' progress in improving their health and document for outcomes.

Supervision

- Review, update and disseminate policies and procedures related to the Clinic.
- Assists in recruiting prospective personnel for the Clinic. Interviews applicants applying for employment with the WIC Clinic.
- Supervises Clinic employees and performs annual written performance evaluations for these employees. This includes individual professional development goals, disciplinary actions and corrective action plans.
- Monitors staff time and attendance.
- Ensures that staff receives necessary information regarding organizational updates, policies and other relevant information or training pertaining to roles and responsibilities.
- Reports on Clinic operations and activities.

Referrals / Outreach

- Coordinates the planning, revision and implementation of the WIC Outreach Plan.
- Refer community members to needed health services.
- Attends community meetings or health fairs to understand community issues or build relationships with community members.
- Assist families to apply for social services, including Medicaid or Women, Infants, and Children (WIC).
- Performs WIC related travel, which includes, but not limited to Tinian and Rota.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited college or university, with a major in Nutrition or Dietetics.

EXPERIENCE: Must have successfully completed a dietetic one (1) year internship or equivalent combination of education and experience accredited by the American Dietetic Association.

LICENSURE: Must have current and active registry with the Academy of Nutrition and Dietetics.

KNOWLEDGE, SKILL, & ABILITY:

- **Community action experience.**
- Participant advocacy experience.
- **Education background and experience in the development of educational and training resource materials**
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Counseling skills.**
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis and treatment.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- **Program development skills.**
- Critical thinking-Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment & decision making-Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Speaking-Talking to others to convey information effectively.
- Monitoring-Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service orientation-Actively looking for ways to help people.
- Active Learning-Understanding the implications of new information for both current and future problem-solving and decision-making.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Written comprehension-The ability to read and understand information and ideas presented in writing.
- Written expression-The ability to communicate information and ideas in writing so others will understand.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**EXEMPT**”, or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to the *CNMI Women, Infant, and Children Program* not to exceed 09/30/2022.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
Commonwealth Healthcare Corporation

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Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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***Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*