



Employee Job Description		
Position Title: GLITC SNAP-ED Nutrition Educator		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: Pay Rate	Status: PT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The GLITC SNAP-ED Nutrition Educator provides education materials to community members that will help increase their knowledge in the prevention of diabetes, heart disease, high blood pressure and obesity using Food Share.

Essential Functions:

The GLITC SNAP-ED Nutrition Educator will teach and help people learn more about home food safety. This position will be responsible for teaching healthy and new ways to cook with Food Share benefits and other nutritional foods.

(Job Title) Job Duties:

- Teach topics on nutrition to SNAP Food Share eligible clients
- Develop and conduct demonstrations on cooking and food safety
- Maintain and submit accurate monthly records on demonstrations conducted
- Maintain filing system
- Research health issues on the Internet
- Electronic reporting to GLITC via computer
- Coordinate with the UW Extension on cooking demonstrations
- Attend training as needed
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Health and Human Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Minimum of high school diploma, HSED or GED required.
- Requires effective presentation, verbal and written communication skills.
- Must have knowledge of computer and office skills such as typing and filing.
- Ability to maintain confidentiality in accordance with the Federal Privacy Act and HIPAA.
- Must possess a valid Wisconsin driver's license without driving offenses/point deductions.

Preferred Qualifications:

- Experience working for a Native American Tribal organization and/or not-for-profit agency desirable
- Experience working with American Indian individuals and communities
- Knowledge of SNAP Food Share eligibility and benefits

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.