



Job Posting

Job title: Certifier/Nutrition Educator

Location: Rincon, CA

Application Deadline: Open until filled (*Early applications encouraged*)

Compensation: Minimum of \$23/hour. DOE

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

Job Summary

Under general supervision of the Food Distribution Program on Indian Reservations (FDPIR) Director, perform various technical and administrative duties involving initial determination of applicants, and ongoing eligibility of participants, for FDPIR services. Maintain accurate and detailed records, produce periodic reports on activities, generate correspondence, and maintain a well-organized filing system.

Essential Functions

1. Answer phones, record and distribute messages, greet and direct staff and visitors with courtesy and respect.
2. Interview applicants and recipients of services to obtain financial and other eligibility data to ensure they are eligible as per USDA 501 Handbook rules and regulations.
3. Review applicants' documents for completeness, legibility and accuracy.
4. Interpret and explain regulations and requirements of the various services and ensure applicants understand their FDPIR rights and responsibilities.
5. Analyze the financial and eligibility information which is collected to determine initial or continuing eligibility for services.
6. Contact agencies to verify eligibility data and to clarify discrepancies in the information provided by applicants and participants.

7. Compute benefits for which participants are eligible; initiate and update documents.
8. Prepare and update new forms, worksheets, client files, approval/denial letters, renewal letters and other related correspondence.
9. Organize caseload and files so that necessary records and documents are processed and updated within specific deadlines established by guidelines.
10. Address questions or complaints of participants or others concerning their status or other pertinent situations.
11. Complete and review basic computer documents; input and access data from USDA software, including, certification purposes, inventory and issuing food to households.
12. Investigate case discrepancies as needed.
13. Travel to various local reservations in company vehicles (truck or car).
14. Compile nutrition education information and prepare recipes from trusted resources to distribute with monthly food packages to clients.
15. Assist with data entry of inventory, and ordering food/produce as needed.
16. Maintain strict confidentiality of all facts of programs and client records.
17. Other related duties as assigned.

Job Requirements and Qualifications

Education/Experience: High School Diploma or equivalent. Minimum of two years' work experience in a social services field. Training will be provided on the FDPIR Program.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Bilingual in English/Spanish is a plus. Excellent verbal and written communication skills. Strong mathematical and problem-solving skills. Proficient in working with Microsoft Office including Word, Excel, Outlook and PowerPoint. Knowledge of Indian history, culture and politics a plus.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds.

Conditions of Employment: Candidates are required to successfully complete required background check and drug screening.

Other Information

In addition to the essential duties listed above the Certifier/Nutrition Educator is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Flexible schedule (occasional after-hours) and travel out of state may be required depending on location of the conference/training.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritize workload daily.
10. Be able to maintain heavy paperwork and processing in a fast-paced work environment.
11. Enjoy working independently and meet timelines.
12. Be thoroughly knowledgeable of all FDPIR guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training of FDPIR staff.
16. Develop constructive and cooperative working relationships with others, and maintain them over time.
17. Encourage and build mutual trust, respect and cooperation among team members.
18. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
19. Other projects and responsibilities may be added at the manager's discretion, such as participation in FDPIR conferences/trainings and Health Fairs etc.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.