



Government of Guam  
 Department of Administration  
 Human Resources Division  
**Job Announcement**



Eddie Baza Calvo  
 Governor  
 Ray Tenorio  
 Lieutenant Governor

Christine W. Baleta  
 Director

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**NUTRITION ASSISTANT II**

**Announcement Number:** DOA 86-17                      **Open:** February 3, 2017  
**Continuous**

**Pay Grade:**                      **OPEN:** I-01; \$28,595.00 P/A – I-07; \$35,744.00 P/A  
**PROMOTION:** I-01; \$28,595.00 P/A – I-18; \$50,399.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.doa.guam.gov](http://www.doa.guam.gov).

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualification Requirements**

Two (2) years specialized experience as Nutrition Assistant I or equivalent work in a related field and graduation from high school or its equivalent, OR

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

**Necessary Special Qualification**

Must possess a valid driver's license; Successful completion of Guam WIC Competent Professional Authority training.

**Nature of work**

This is complex para-professional nutrition services work assisting nutritionists in providing clinical services to low risk and some moderately high risk, low income clients especially at maternity or pediatric primary health care clinics such as Women, Infants, and Children (WIC) Clinic. An employee in this class performs the full range of complex technical support functions and works under general supervision of a professional nutritionist, following established guidelines and protocols. Employees in this class work independently and exercise judgment and discretion when determining the eligibility of clients and educate clients on variety of nutritional and health related issues.

**Illustrative Examples of Work**

Determines WIC Program eligibility and certifies clients for participation according to WIC regulations through the assessment of collected eligibility data. Screens individual clients by collecting eligibility data on residency, client category, income and nutritional risk and explains client rights and obligations. Assesses WIC clients for nutrition risk factors by obtaining and accurately documenting height and weight measurements, hemoglobin/hematocrit values, dietary intakes, and other necessary medical information. For low risk WIC clients and some moderately high risk clients, applies critical thinking skills to assess nutritional needs based on a thorough evaluation of client habits and daily living in order to provide nutrition counseling and develop care plans to track behavioral changes specific to each client. Identifies high risk WIC clients and refers them to the clinic nutritionist as needed for assessment, counseling and the development therapeutic diets and care plans. Provides group nutrition education and counseling to moderately high risk and low risk WIC clients from approval lesson plans, and develops nutrition education displays for their assigned WIC clients. Assesses tailors and prescribes food packages for designated moderately high risk and low risk WIC clients in accordance with client preferences and nutritional needs, and then issues WIC drafts with guidance on draft issuance/redemption procedures. Maintains accurate clinic records and services provided to WIC clients. Schedules WIC appointments and follows up on clients who miss appointments. Follows establishment WIC Program protocols and procedures in making client referrals to other social service and health care agencies. May assist the WIC clinic supervisor as a task leader for one or more areas of responsibility in a WIC clinic such as the orientation and training of a new Nutrition Assistant I staff, anthropometric equipment calibration, nutrition education supplies and WIC check inventory maintenance, bulletin board displays or providing logistical assistance for nutrition education classes.

**Knowledge, Abilities & Skills**

Knowledge of Guam WIC Program policies, procedures and program activities. Knowledge of principles and practices of applied nutrition and dietary control. Knowledge of family meal planning, food purchasing, food preparation, and budgeting. Knowledge of principles and techniques of education and counseling. Knowledge of modern office practices, methods, and computer equipment. Knowledge of methods and techniques of breastfeeding. Ability to work effectively with the public and employees. Ability to perform arithmetic computations. Ability to use a personal computer and other office equipment. Ability to maintain records and prepare reports. Skill in interviewing, weighing and measuring clients, and recording information accurately. Skill in building rapport across a culturally diverse client population. Skill in mentoring entry level cohorts on the duties of the Nutrition Assistant I. Skill in critical thinking as it relates to client nutrition/economic risk assessment and education.

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## NUTRITION ASSISTANT II

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### **Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

### **Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120.

### **Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

### **Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

### **Examination Requirements**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

### **Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

### **Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

### **Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

### **Police & Court Clearances Requirements**

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### **Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

### **For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov) for additional information.

  
For: SHANE G. L. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**