



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **NUTRITION ASSISTANT I** Announcement Number: DOA 123-20

Open: September 25, 2020 Continuous

GENERAL PAY PLAN (GPP)

OPEN: H-01; \$26,520 P/A – H-10; \$36,407 P/A

PROMOTION: H-01; \$26,520 P/A – H-18; \$46,742 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 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. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

One (1) year of responsible public contact work in nutrition services or equivalent work that provides the minimum knowledge, abilities and skills; graduation from High School, and either:

One (1) year of experience in institutional meal planning and preparation (i.e., in hospital, schools, correctional facilities, nursing homes, day care centers, etc.); or

Successful completion of the Expanded Food and Nutrition Education Program (EFNEP) training course; or

Successful completion of a course in nutrition creditable towards a two (2) year associate degree as a dietetic technician, nutrition assistant, nursing assistant or other allied health field; or

Successful completion of an undergraduate course in nutrition at an accredited college or university.

Necessary Special Qualification

Must possess a valid driver's license.

Nature of work

This is para-professional nutrition services work assisting nutritionists in providing clinical services to low risk, low income clients especially at maternity or pediatric primary health care clinics such as the Women, Infants, and Children (WIC) Clinic. An employee in this class performs routine technical support functions and works under the close supervision of a professional nutritionist following established guidelines and protocols.

Illustrative Examples of Work

Assists and may conduct group or individual education sessions to low risk clients on basic nutrition practices; demonstrates healthful methods of food preparation, meal planning and economical practices for food purchasing; assists in preparing and implementing nutrition education lesson plans and materials to fit the ethnicity, language reading level and food habits of the target population. Conducts assessments by obtaining client information on nutrition or dietary habits according to established guidelines and may determine the program eligibility of clients according to established residency, client category, income and nutrition risk standards; refers clients with health, nutrition or dietary problems to a nutritionist for individual counseling; weighs and measures clients using standard guidelines for anthropometric measurement and identifies potential nutritional risk. Prepares appropriate records for documenting client's preliminary assessment data, nutrition services contacts, and pertinent medical and/ or personal information. Assists with clinic administrative duties such as appointment scheduling, transportation arrangement, and client referrals; assesses and facilitates the client's potential eligibility and need for other public health nutrition assistance and/or services.

Knowledge, Abilities & Skills

Knowledge of the basic principles and practices of applied nutrition. Knowledge of family meal planning, food purchasing, food preparation, and budgeting. Ability to communicate effectively. Ability to work effectively with the public and employees. Ability to perform arithmetic computations. Ability to use a personal computer and other office equipment. Skill in client interviewing, weighing and measuring clients and recording information accurately. Skill in the safe operation of a motor vehicle.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

NUTRITION ASSISTANT I OPEN COMPETITIVE EXAMINATION

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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

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 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 Test Designated Positions (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 2nd 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 accommodation should contact this office prior to any scheduled examinations or interviews. **DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, JOB ANNOUNCEMENT CLOSING DATES MAY BE SUBJECT TO CHANGE, AMENDED CLOSING DATES WILL BE ISSUED SHOULD ANY CHANGES BE MADE. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


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.