

**NORTHERN CHEYENNE TRIBE  
BOARD OF HEALTH  
JOB RE-ADVERTISEMENT  
2018**

**POSITION:** Fitness Coordinator

**SALARY** \$12.70 - \$14.72 per hour

**DEPARTMENT:** N. C. Board of Health - Cheyenne's in Balance Wellness Program

**ACCOUNTABLE TO:** Diabetes Nurse Supervisor

**OPENING DATE:** May 2<sup>nd</sup> 2018

**CLOSING DATE:** May 16<sup>th</sup> 2018

**How To Apply:**

1. Submit a completed application,
2. **RESUME**,
3. copy of current valid Montana Driver's License,
4. three (3) current (within 1 year) letters of reference (one must be from past/present employer)
5. If claiming Tribal Preference - a Tribal I.D or Tribal Certification.,
6. If claiming Veterans Preference - a DD214
7. Other credentials and transcripts

**Please Mail to: The Northern Cheyenne Tribe, Atten: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:**

**Develops and implements** physical fitness programs for the communities Reservation.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties that **require** a high level of physical fitness. Maybe **required** to work an irregular work schedule. This position **performs** education for health promotion and diabetes prevention for individuals, families, schools, and communities and adhere to strict standards of confidentiality.

**Personal Contacts:** Daily contacts with individuals, groups and the public. Coordinates activities with other health care professionals and programs.

**Supervisor:** Receives direction and assignment of duties from the supervisor, follows written policies and procedures for all activities. **Maybe** assigned supervisory duties as needed.

**Essential Functions:** Position **requires** the ability to schedule, screen, develop fitness routines, physical exercise programs, and performs strenuous physical exercises. **Must** be able to screen and do assessments and monitor clients using fitness guidelines. Maybe **required** to work with handicapped and high risk individuals.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- **Develops**, schedules, screens, and implements baseline assessments and exercise programs for all participants including clients with pre-diabetes, diabetes, and hypertensive clients and overweight clients.
- **Develops** walking and running programs
- **Develops** exercise programs for the elderly, youth and other interested persons.
- **Coordinates** the exercise programs for the (5) Districts on the Reservation.
- Attend regular schedule diabetes team meetings.
- Performs other related duties as assigned or required.

#### **JOB REQUIREMENTS:**

**Knowledge:** This position **requires** a working knowledge of the principles and the practice of physical fitness and proper use of exercise equipment. Also **requires** knowledge of diabetes prevention and the available resources in the community.

**Skills:** This position **requires** skills in the operating and demonstrating safe use of Exercise equipment. **Certified** in Basic First Aid and Cardio Pulmonary Resuscitation (**CPR**).

**Abilities:** Performs simple and complex, physical exercise routines, communicate information to groups and individuals, develop programs, and follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors, and public.

#### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs duties as assigned
- Demonstrates Physical exercise programs
- Develops Exercise programs for individuals and Groups in the community
- Stays up to date on Health trends related to physical fitness
- Maintains accurate and timely records, reports
- Maintains sanitary conditions of equipment used during activities, and the safe use of the equipment
- Promotes Health lifestyles changes
- Deals tactfully and courteously with the public
- Observes working hours and demonstrates punctuality

- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or GED
- College Education with emphasis in **education** or **physical fitness preferred**, not required
- **Must** be certified in Cardio Pulmonary Resuscitation and Basic First Aid
- **Must** maintain a level of training to enhance the fitness program
- **Must** possess a valid Montana Driver's License