



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Diabetes Fitness Specialist III
DEPARTMENT: Hualapai Health Department, Diabetes Program
CLASS: Regular, Full Time, Non-Exempt
SALARY: D.O.Q
OPENING DATE: June 18, 2013
CLOSING DATE: Open Until Filled

SUMMARY OF JOB DUTIES: Duties include assisting with regular physical activity programs and special events that enhance the fitness of youth, adults, elderly and those with diabetes. Clerical duties will include typing, filing, answering phones, processing requisitions and other duties as assigned. This individual will work with the other staff of the Diabetes Program to offer, evaluate and coordinate wellness services to all sectors of the community. The fitness specialist will work closely with the Program Coordinator and the Diabetes Fitness Specialist I in the design and implementation of programs associated with the Fitness Center. This position reports to the Diabetes Program Coordinator.

ESSENTIAL FUNCTIONS:

- Ability to lead regular aerobic, strength training and stretching/flexibility classes for adults with specific consideration of the needs of those with diabetes.
- Assist with the evaluation of clients' changes in fitness levels and in the documentation of program implementation.
- Work with Diabetes program personnel to integrate fitness activities with the program's nutrition and educational activities.
- Work with the Diabetes Coordinator and Diabetes Fitness I to design a facility management and program activity plans.
- Provide day-to-day oversight to the development and operations of the Fitness Center.
- Ability to submit necessary documents to purchase equipment and incentives for program implementation.
- Proven experience in maintaining records and planning program activities.
- Work with local and outside programs to offer quality wellness programming to the community.

MINIMUM QUALIFICATIONS:

- Experience, training and certification in physical education or fitness leadership.
- Willingness to work with community members having a range of physical abilities; must be willing to focus attention of those who do not exercise regularly or are unfamiliar with fitness activities

- Computer skills: Microsoft Word, excel, Microsoft Publisher, email and the internet; willingness to learn data entry programs
- Willingness to work as part of a team
- Willingness to work with all members of the community and local and outside programs/agencies
- Willingness to be creative and “market” health promotion and diabetes prevention activities to the community
- Ability to work with minimal supervision
- Ability to conduct oneself professionally in both face-to-face interactions and on the phone
- Ability to organize and maintain program files and materials
- Must have a valid Driver’s License or be willing to obtain one within 3 months of employment.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

PREFERRED EDUCATION: AA or AS in Health Education, Recreation, Physical Education or a related field is preferred; those with a High School Diploma or equivalent with some college and/or knowledge or experience in a health, physical fitness and/or community service program may qualify.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, marital status or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703(702-71) and Public Law 93-638. Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities