

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH06320928

DATE POSTED: 04/15/21

POSITION NO: 941730

CLOSING DATE: 05/05/2021 by 5pm

POSITION TITLE: Fitness Specialist

DEPARTMENT NAME / WORKSITE: NDOH/Navajo Special Diabetes Program/Crownpoint, NM

WORK DAYS: Monday - Saturda REGULAR FULL TIME:  GRADE/STEP: BJ62A

WORK HOURS: 5am - 8pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 37,709.28 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.06 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Incumbent will provide exercise and fitness instructions with design for both a wellness center and community participants, maintenance of all fitness equipment. Demonstration of exercise as part of teaching. Conduct health assessments for participants who participate in wellness center/community runs, walk events - these participants may fall in undiagnosed or free from a chronic disease such as diabetes, occasionally participants maybe diagnosed with diabetes. Plans and facilitates group activities for clients of all ages, wellness staff, NN employees and community members to increase public awareness on diabetes and other chronic disease relating to obesity. Incumbent needs to be an energetic and motivated leader. Monitoring and evaluating the participants progress and the ability to tailor intervention according to their limitations to reach their goal. Conduct physical assessments including body mass index, endurance and flexibility in turn, shares results with client(s).

Incumbent must be able to life up to 35-50lbs and stand for an extended period of time. A extensive background of teaching group exercise classes and assist with coordination, promotion and implementation of the Wellness Program. Utilizes latest Health and Fitness scientific and medical knowledge in providing and evaluating health and fitness services. Data Entry and submitting monthly reports in a timely manner. Have excellent communication skills, organizational skills, coordination and implementation skills to work effectively such as schedule appointments, process membership contracts, successfully perform other administrative duties assigned by the Program Supervisor or Program Manager. Willing to support and assist colleagues in activities. Adjust to work demands to successfully complete assignments and team building exercises.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Physical Education, Exercise Science or related field; and one (1) year of physical fitness and wellness education experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a Cardiopulmonary Resuscitation (CPR) and First Aid Certificate.
- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and theory of exercise physiology; knowledge of health and fitness program design and implementation; knowledge of fitness training and education methods and techniques in area of specialty; knowledge of the operation and maintenance of fitness equipment and facilities; knowledge of the basic life support, cardiopulmonary resuscitation (CPR), First Aide and injury prevention techniques skill in interacting with individuals from various social, economic, cultural and psychological backgrounds. Skilled in communicating effectively in oral and written form; skilled in establishing cooperative work relationships with those contacted in the course of work; Skilled in the use of first aide procedures; ability to screen participants prior to participation in physical activity and to identify health problems that may require consultation with health professionals.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**