

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06324394
POSITION NO: 941727
POSITION NO: _____

DATE POSTED: 07/28/22
CLOSING DATE: 08/25/2022 by 5pm

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program/Window Rock, AZ
WORK DAYS: Monday - Saturday REGULAR FULL TIME: GRADE/STEP: BQ62A
WORK HOURS: 5 a.m. - 8 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 38,836.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 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, Navajo Nation Employees and community members to increase public awareness on diabetes and other chronic diseases relating to obesity. Incumbent needs to be an energetic and motivated leader. Monitoring and evaluating the participant's 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.

Incumbent must be able to lift up to 35-50 lbs. 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. Utilize latest Health, 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 & 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. Be willing to support and assist colleagues in activities. Adjust to work demands to successfully complete assignments and a team building

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.

(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 aid and injury prevention techniques. skill in interacting with individuals from various social, economic, cultural and psychological backgrounds. Skill in communicating effectively in oral and written form. Skill in establishing cooperative work relationships with those contacted in the course of work. Skill in the use of first aid 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.