

CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH
FITNESS AIDE

DESCRIPTION OF WORK

General Statement of Duties: The Cheyenne River Sioux Tribe Health Department has developed and implemented a Fitness Program. The Fitness Aide is responsible for the general supervision of the Fitness Center while on duty and will enable access to the public during scheduled hours of business. The Fitness Aide welcomes patrons and guests and ensures they have a safe and enjoyable experience; instructs Fitness Center patrons in the safe and effective use of strength, cardio and fitness equipment; monitors orderly operation of the fitness room; and ensures that equipment is clean, functioning properly and used according to the rules of the facility.

Supervision Received: Works under the immediate supervision of the Fitness Center Supervisor.

Supervision Exercised: General supervision of the Fitness Center and patrons while on duty.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Cleans and sanitizes all workout areas (i.e., equipment, shower and locker rooms, and restrooms) associated with the Fitness Center.

Maintains public access to the Fitness Center during scheduled hours of business.

Recruits participants utilizing motivational or incentive methods.

Ensures Fitness Center rules, safety standards, and sanitation requirements are followed, and is able to enforce the rules.

Performs maintenance on equipment, documents and reports all equipment malfunctions, and safety hazards to the Fitness Center Supervisor.

Operates the equipment currently on hand which includes seated stepper, accent trainer, recumbent bikes, bow-flex, stationary weight machines, free weights, treadmills, EFX, and elliptical fitness cross trainers.

Provides blood pressure, blood glucose, and cholesterol checks demonstrating proper use of equipment available.

Obtains knowledge of and perform BMI's (Body Mass Index) and body composition for clientele using a Tanita Body Composition Analyzer, Caliper, or by using the appropriate mathematical formulas.

Assists in development of community health and wellness programs, activities, and events.

Provides customer assistance as required and requested to include new client fitness orientation, instruction in the proper use of equipment and demonstrating proper form and exercise techniques.

Secures training and certification for: blood Glucose and Cholesterol Instruments.

Records, files and keeps client records such as information on individuals or group information on Personal Training Logs, Weight Loss Forms, Client Referrals, Membership and payment records,

attendance reports, mileage records, community screenings and memberships, inventory, cardio logs, equipment maintenance logs, cleaning logs, confidential.

Instructs (low/high impact) aerobic and group exercise classes as requested.

Assists Tribal Health programs with screenings, activities & events and wellness fairs.

Travels to the communities to implement fitness activities and monitor satellite sites.

Transports GSA vehicles to their vehicle maintenance destination.

Assists Youth Diabetes Prevention Program with their Annual school screenings (Youth Screenings).

Assists Certified Personal Trainers with the design, development and implementation of specially prepared, safe and effective, exercise programs for a variety of populations that range from youth, senior, pre/post pregnancy, persons with disabilities, chronic diseases and multiple health and physical conditions; and integrate a physician's recommendation into the exercise program designed for the client.

Assists Personal Trainers in Employee Fitness Assessments utilizing specialized fitness assessment methods.

Performs routine daily duties and maintenance tasks such as cleaning equipment, setting appointments, data entry, calling clients, inventory, filing fitness client records, and minor repairs on facility equipment.

Documents and reports all accidents and incidents in the fitness room to the Fitness Center Supervisor and/or proper authorities.

Performs all other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must be willing to do shift work and be available to work evenings, weekends, and some holidays. Must have ability to obtain Health Insurance Portability and Accountability Act (HIPAA) Certification when working in the health field for privacy reasons. Knowledge of Automated External Defibrillator (AED) operations. Must obtain training to perform necessary screenings including manual blood pressures, blood glucose, total cholesterol, and operate the machines provided. Must be able to obtain knowledge of and perform Body Composition, BMI's (Body Mass Index) for the clientele on a Tanita body composition analyzer. Must adhere to all CRST Personnel and Tribal Health Policies and Procedures. Must have knowledge and ability to learn the operation of all equipment associated with Fitness Center operations, including cardio and weight equipment, equipment maintenance procedures, telephone, computer keyboarding, fax, fitness computer programs, referral processes and filing systems. Must have excellent customer service skills and ability to communicate effectively. Must have strong working knowledge of fitness systems, human anatomy, proper exercise techniques, and workout modalities. Must have ability to enforce Fitness Center rules, operating policies and procedures in an effective and courteous manner. Must be able to conduct self in a professional manner at all times. Must be able to have a positive attitude and to develop a positive rapport with all participants. Must be able to attend training as deemed appropriate.

Education: Must possess a high school diploma or GED certificate. A degree in Exercise Science or experience in a related field is preferred.

Experience: One (1) year customer service experience; recreation and physical fitness experience is preferred. Experience with the operation of fitness equipment; or any combination of training and experience in the fitness industry which provides the required knowledge, skills, and abilities will be beneficial.

Special Requirements: Must have valid driver's license. Must acquire CPR certification within (30) thirty days of employment. Must demonstrate a healthy lifestyle, be able to pass a pre-employment physical examination prior to employment, perform both moderate and strenuous physical activities and lift 50 lbs. (please attach physical).

Confidentiality is very important when working in the Health Care field. The Fitness Center serves a wide variety of clientele ranging from youth, adult, senior and special populations; personal wellness goals, chronic diseases, fitness assessments, health conditions and disabilities are deemed confidential. It is expected that all matters pertaining to and associated with Fitness Center clients and files be kept confidential. Incumbent is required to obtain HIPPA certification, immediately upon hire, in accordance with Cheyenne River Sioux Tribal Health Policies and Procedures. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

Must be able to pass Tribal/local, Federal, and State criminal background check in accordance with P.L. 101-647 and P.L. 101-630, and Resolution No. 86-2013-CR. Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Testing Policy.

Revised Date: 08.15.2017