



## Elbowoods Memorial Health Center

1251 Elbowoods Loop  
New Town, ND 58763-4400  
(701) 627-4750  
Fax: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** Fitness Education Specialist  
**REPORTS TO:** Diabetes Program Director/EMHC CMO & CEO  
**SALARY:** \$20.00 - \$30.00 DOE/DOQ  
**CLASSIFICATION:** Non-Management Regular, Full-time  
**TELEWORK ELIGIBLE:** No  
**DUTY STATION:** MHA Diabetes Center  
New Town, ND

### POSITION SUMMARY:

Maintains Diabetes Program fitness center functions in a professional and orderly manner during regular operating hours, while implementing physical activities that support health promotion and chronic disease management.

### ESSENTIAL DUTIES:

- Prepares fitness classes and health promotion education to be presented in schools around Fort Berthold.
- Works closely with the Health Education Technicians to prepare and implement fitness classes at the MHA Diabetes Center and throughout the community.
- Works with Diabetes Fitness Center clients to complete fitness assessments, personal training activities and assists with fitness/equipment needs.
- Maintains fitness assessment documents and enters data into RPMS and SDPI database.
- Maintains the Fitness Center equipment, fitness area, locker room, track area, and membership check-in system.
- Works collaboratively with all Diabetes Program staff to carry out fitness related activities and education.
- Assists in incorporating health promotion and prevention education topics relating to cardiovascular disease, women's health, men's health, smoking cessation, diabetes and overall well-being into community events and activities.
- Works closely with Health Education Technicians to implement all SDPI grant activities.

- Will work year-round assisting with all major functions and programming of the Diabetes Program including occasional evening hours.
- Assists with school screenings and other community events in a professional manner.
- Participates in Diabetes Program staff meetings, assigns committees, community events, and other meetings as instructed or deemed necessary. May be required to prepare and disseminate meeting minutes in a timely and accurate manner as requested.
- Represents EMHC in a highly professional matter.
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- Adheres to and abides by the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center.
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required. May require travel locally, statewide or nationally.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.*

#### **SUPERVISORY REQUIREMENTS:**

- The requirement for managing others does not exist.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Must have at minimum an associate's degree.
- You must have a minimum of one (1) year of experience related to fitness center management and fitness training.
- Must have a current Certified Personal Trainer (CPT) certification from a recognized CPT program.
- Must be able to complete CLIA lab training and CPR certification upon being hired.
- Must have excellent communication skills and pay attention to detail.
- Cognitive knowledge, skills, abilities as related to the position.
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e., RPMS/EHR.
- Knowledge of principles and practices of the organization.
- Operate standard office equipment.
- Familiarity with MHA Nation culture, values, and traditions.
- Must be punctual, reliable, dependable, and able to maintain confidentiality.

- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle.
- Must submit to a Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

### **WORKING CONDITIONS:**

- Work is performed in an office, clinical, and often outdoor environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside, and at times outdoors, with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
  - The employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
  - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
  - The employee must regularly lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
  - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the

completion of any job requirement by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

All interested individuals must submit the following information:

Job Application (found on MHA Website)

- ✓ Diplomas/Certificates and Transcripts.
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ Indian or Veteran Preference documents (If applicable).

**Submit all necessary information to the following addresses:**

Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road  
New Town, ND 58763  
Ph# 701-627-4781  
Fax# 701-627-2960  
Email: [recruitment@mhanation.com](mailto:recruitment@mhanation.com)