



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 004-24

OPENING DATE: 01/02/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Certified Fitness Instructor
PAY GRADE: NE7 (\$19.33/hr. - \$26.09/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Diabetes Program Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides consultation, education, exercise classes, personal training, health promotion and awareness to program clients. Develops, implements and evaluates fitness and health educational programs and curriculum.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops and implements curriculum and prepares materials used in teaching and promoting a healthy lifestyle; plans, organizes and implements aerobics and exercises classes.
- Provides clients with exercise consultation, personal training, exercise routine and behavior modification coaching.
- Conducts an initial assessment of client's body composition and monitors BMI.
- Conducts screenings on A1C, blood glucose, and blood pressure for exercise clients and community members.
- Provides education to community members regarding the maintenance of a healthy lifestyle, disease prevention, and basic nutrition.

- Creates educational hand-outs on health information; including healthy messages, calendars, recipes and exercises.
- Participates in activities and special events for groups or the community to promote a healthy lifestyle.
- Researches new health and fitness information, standards, curriculum, instructional techniques and strategies.
- Educates clients to recognize warning signs, symptoms, and complications of diabetes.
- Provides information on the management of diabetes.
- Advises clients on the proper use of glucose supplies, equipment, and readings.
- Conducts safety inspections and routine maintenance on fitness equipment; ensures equipment is in safe condition.
- Provides referrals to other community services as needed.
- Maintains and updates confidential health records and files; including SOAP notes and PCC's.
- Assists in health screening activities at health fairs, primary or elementary school, elderly center, recreation centers.
- Provides follow-ups with clients from previous programs for wellness check and program evaluation.
- Provides coaching, teaching strategies and curriculum development to other staff members.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Certification in Personal Training.
- One years' experience in a fitness setting.
- CPR and First Aid certifications.
- Must be able to obtain a Food Handler's certificate within first 30-days of employment.
- Must be able to pass and maintain competencies in A1C, blood glucose, and blood pressure measurement skills.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must have a valid New Mexico driver's license with ability to meet the Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology, Health Behavior Theories, health promotion and disease prevention.
- Knowledge of health and nutrition principles and body composition.
- Knowledge of motivational techniques and practices in physical fitness activities.

- Knowledge and skill using variety of exercise equipment.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in treating participants with tact, courtesy, and respect.
- Ability to role model a healthy lifestyle.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand, jump, run, walk, stoop, kneel, crouch and perform a variety of physical exercises; use hands and arms to reach, handle objects and exercise equipment.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a gym/fitness center setting with a moderate noise level.
- Exposure to unpleasant odors, hazardous material and infectious disease.
- Frequent interaction with the public.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.