Vacancy Announcement
Health & Human Services - Wellness

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034  •  505-552-6728  •  www.puebloofacoma.org

JOB TITLE:  Wellness Technician  (Full-Time/Regular)  PAY RATE:  $DOE

OPENING DATE:  April 28, 2020  CLOSING DATE:  Open Until Filled

POSITION PURPOSE
Under general direction of the Health & Wellness Director, organizes, plans, implements, and conducts a community fitness program with emphasis on prescribed fitness and exercise plans and client personal goals. Provides supervision at the Wellness Centers. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1.  Provide education to clients on safety and proper use of exercise equipment.
2.  Develop exercise plans and instruct clients on benefits of specific exercise equipment.
3.  Evaluate individuals’ abilities, needs, and physical conditions, utilizing fitness assessments and biometric screenings and develops suitable programs.
4.  Conduct group exercise classes for small and large groups; explain and demonstrate the principles and application of exercise concepts.
5.  Maintain constant surveillance of patrons utilizing the fitness center and aquatic facility; act immediately and appropriately to secure safety of patrons in the event of an emergency.
6.  Provide evidence-based education on the effects of exercise, but not limited to chronic disease, weight loss, stress management, safety programs and disease management.
7.  Maintain logs of program participants, monthly workload and monthly reports.
8.  Provide technical assistance on the proper use of exercise equipment and/or proper technique for fitness activities.
9.  Ensure safe and effective use of fitness equipment.
10. Plan and communicate schedule of fitness classes and facility hours in a timely manner.
11. Perform daily, weekly, and monthly preventative maintenance checks and services on equipment.
12. Perform general maintenance duties including, but not limited to, cleaning fitness equipment and inventory of supplies and equipment on a regular basis.
13. Adhere to HIPAA Privacy Act and policy requirements to ensure consent forms and records of client participation are confidentially maintained.
14. Collaborate with local, state, federal, and private entities to expand services.
15. Conduct health screenings and risk assessments as needed.
16. Plan physical education programs to promote development of participant’s physical attributes and social skills.
17. Complete and interpret fitness evaluations.
18. Provide fitness training and programs for individuals and groups.
19. Maintain program policies and procedures to ensure safety standards.
20. Work collaboratively with supervisor on program/project implementation, monthly activity schedule, data collection, marketing and reporting.
21. Assist in developing a measurement for reporting physical fitness outcomes.
22. Assist in Health & Wellness Department initiatives as requested.
23. Ensure Community Center/Wellness fitness areas are clean and well-maintained.
24. Update professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional organizations; conferring with representatives of contracting agencies and related organizations.
25. Contribute to a team effort and accomplishes related results as required.
26. Perform other duties as required.
# WELLNESS TECHNICIAN

*Position Description*

## MINIMUM QUALIFICATIONS

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<th>Experience:</th>
<th>Three – six months work experience in a fitness environment</th>
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<td>Education:</td>
<td>High School Diploma or GED</td>
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### Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Ability to perform other duties as assigned.
- Knowledge of exercise and physical fitness principals, practices, and procedures.
- Knowledge of anatomy, exercise physiology, kinesiology and disease pathophysiology.
- Knowledge of health promotion and disease prevention concepts.
- Knowledge of physical fitness programming, wellness classes, and self-care.
- Knowledge of health and nutrition principles and body composition.
- Knowledge of motivational techniques and practices in physical fitness activities.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in using variety of exercise equipment. Ability to communicate effectively in the English language, and preferably in the Keres language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to demonstrate excellence I everything, and continually seek improvement in results.
- Ability to be innovative, creative, and flexible.
- Ability to motivate varying groups of people.
- Ability to maintain fitness schedules and reports.
- Ability to work extended hours and various work schedules.
- Ability to obtain and maintain CPR/First Aide and AED certifications.
- Ability to obtain and maintain Personal and Group Fitness Instructors certifications.

## PREFERRED QUALIFICATIONS

- Fitness Trainer certification
- Three years related work experience in a fitness environment
- Associate degree in Physical Therapy

## INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.
### WELLNESS TECHNICIAN

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<td><strong>Confidentiality:</strong> All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.</td>
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<td><strong>Background investigation:</strong> This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.</td>
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<td><strong>Health Requirement:</strong> None.</td>
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<td><strong>Driver Check:</strong> All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier or be able to obtain a valid Driver’s License within six (6) months of hire and become insurable through Tribal Automotive Insurance Carrier.</td>
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<td><strong>Drug screening:</strong> All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.</td>
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To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0442020  
Pueblo of Acoma is a Drug Free Workplace.