



[Handwritten signature]

**CHOCTAW HEALTH CENTER
DIABETES CARE CLINIC
210 HOSPITAL CIRCLE
CHOCTAW MS 39350
(601) 389-4370**

JOB ANNOUNCEMENT #175114

POSITION TITLE: SDPI Fitness Center Attendant
SALARY RANGE: Grade 8
SUPERVISOR: DPP Coordinator
LOCATION: Choctaw Shopping Center SDPI Fitness Center
TYPE OF EMPLOYMENT: Regular Full-time – Non Exempt – Non Essential
OPENING DATE: OCTOBER 03, 2018 *OCT 03 2018*
CLOSING DATE: OCTOBER 17, 2018 OR UNTIL FILLED

Scope of Service and Effect:

Mission Statement: The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

Vision Statement: Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

The Fitness Center Attendant for the Choctaw SDPI Diabetes Prevention Program will be responsible for managing the Fitness Center and implementing policies and procedures. The Attendant will manage the use of equipment as well as keep records of attendance for the Fitness Center. The hours for the Attendant will be from 11:30 – 8:00 p.m.

Duties and Responsibilities:

1. Must be willing to attend Physical Fitness Training.
2. Maintain policies and procedures for the SDPI Fitness Center
3. Develop and manage daily routine of the SDPI Fitness Center.
4. Must ensure a clean and safe facility at all times.
5. Inspect, clean, and oversee the Exercise equipment on a daily basis.
6. Must maintain a record of equipment inventory.
7. Interact and develop a rapport with participants to create a comfortable environment.
8. Work with individuals to establish fitness goals and help them reach their goals.
9. Maintain accurate record of participants.
10. Ensure that all activities are performed with the utmost attention to participant confidentiality as required by HIPAA.
11. Work some evenings and weekends to promote successful outcome of the program.

12. Attend to participants of the Fitness Center and maintain operation.
13. Assist the Fitness Instructors in conducting and/or scheduling classes.
14. Maintain record of attendance of the Fitness Center.
15. Perform other duties as assigned by the supervisor.
16. Must be willing to learn the basic principles, practices, and standards of care for diabetes health promotion, disease prevention, and treatment.

Work Environment:

Physical location will be at the SDPI Fitness Center in the Pearl River Community at Choctaw, Mississippi.

Special Requirements:

- Must be certified in CPR and First Aid within 6 months of hire
- Must be able to lift or move equipment of at least 35 pounds.

Qualifications:

1. *Minimum of High School diploma or GED equivalent **required**. Associates of Arts in Physical Education or related field preferred but not required.
2. Must be physically fit and be able to hold group exercise classes as needed.
3. Must be able to work independently requiring minimum supervision.
4. Ability to communicate effectively, both verbally and in writing with participants and family members, IHS and non-IHS health professionals, paraprofessionals, and other staff members.
5. Must have computer skills - word processing, spreadsheets, database, publications, photo shop usage, communicating through electronic messaging, and obtaining information off the Internet.
6. Must be familiar with outlying Choctaw communities.
7. Fluency in both Choctaw and English languages preferred.
8. *Must possess a valid driver's license, reliable transportation and liability insurance **required**.
9. Must have a positive attitude toward education and prevention of diabetes.
10. Must complete criminal background investigation and drug testing with satisfactory results.

***REQUIRED DOCUMENTS MUST BE ATTACHED TO THE APPLICATION**

In accordance with the Choctaw Health Center Employee Health Program, pre- employment physical examination is required and an annual exam is required while employed

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.