



FOA

**CHOCTAW HEALTH CENTER
DIABETES CARE CLINIC
210 HOSPITAL CIRCLE
CHOCTAW MS 39350**

JOB ANNOUNCEMENT #061114

POSITION TITLE: FITNESS TRAINER/CASE MANAGER
SALARY: GRADE 8
SUPERVISOR: COMMUNITY DIABETES PROGRAM COORDINATOR
JOB LOCATION: CHOCTAW HEALTH CENTER DIABETES CLINIC
TYPE OF EMPLOYMENT: REGULAR FULL TIME – NON EXEMPT
OPENING DATE: **SEPTEMBER 20, 2018** SEP 20 2018
CLOSING DATE: **OCTOBER 04, 2018**

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 purpose of the Fitness Trainer/Case Manager is to provide exercise plan and instructions to the diabetes population and perform chart audits to assure patient compliance of diabetes care according to the IHS Standards of Diabetes Care.

DUTIES AND RESPONSIBILITIES:

1. Provide diabetes education and exercise instructions to patients in the Diabetes Clinic and in the outlying clinics
2. Conduct chart review on patients at point of contact to identify missing requirements for annual diabetes audit.
3. Design specific fitness plan or program suitable for patients
4. Conduct diabetes prevention education classes in the Choctaw communities and the Choctaw Tribal Schools utilizing the Lifestyle Balance curriculum designed by National Diabetes Prevention Program.
5. Design, initiate, and conduct exercise classes in the communities.
6. Work with individuals to establish fitness goals and help develop plans to accomplish their goals.
7. Conduct initial and periodic fitness assessments for participants

8. Work closely with all health personnel for diabetes education and prevention in the health center, school and communities.
9. Participate in Health Screening at Health Fairs, Tribal Schools and various programs within the Tribal Government.
10. Attend various community meetings to enhance public awareness of the CHC diabetes education and prevention program.
11. Work some evenings with patients and in the community in order to promote the successful outcome of the program.
12. Assist in distributing blood sugar monitoring supplies to diabetes and gestational diabetes patients.
13. Assist in providing blood sugar monitoring instructions prior to dispensing of monitor and supplies.
14. Assist the RN with taking vital signs whenever necessary
15. Assist the Fitness Center Attendant in maintaining program equipment inventory and storage in a secured area. Ensures that equipment is used properly and safely to avoid damage and injury.
16. Maintain a record system whereby individual and small focus group data can be collected and reported.
17. Maintain confidentiality of patient information and function under the HIPAA.
18. Perform other duties and responsibilities as assigned by supervisor.
19. Must adhere to the established policies and procedures of the Choctaw Health Center.

WORK ENVIRONMENT:

The major work site will be at the Choctaw Health Center Diabetes Care clinic and in the Choctaw communities of Pearl River, Bogue Chitto, Tucker, Conehatta, Standing Pine, Red Water, Bogue Homa and Crystal Ridge.

PHYSICAL DEMANDS:

Must be willing to lift, move, assemble and/or disassemble heavy fitness equipment of at least 35 lbs.
Must acquire CPR certification with 6 months of hire

QUALIFICATIONS:

1. *Minimum of High School diploma or GED equivalent **REQUIRED** and a four year degree in related field preferred but not required
2. Must be dedicated to maintain personal integrity and his/her own health and fitness
3. Ability to demonstrate computer skills for word processing, spreadsheets, database, publications, communicating through electronic messaging, and obtaining information off the internet.
4. Must be a Certified Personal Trainer or willing to become certified within a year of hire.
5. Must be responsible to maintain certification as Personal Trainer.
6. Must have good understanding of the cause and effects of Diabetes.
7. Must have good written and oral communication skills.
8. Must have good public speaking skills.
9. Must be certified or willing to become certified to administer CPR and maintain certification.
10. Must be familiar with the Choctaw communities.
11. *Must have adequate transportation, liability insurance, and valid driver's license.
12. Must have a positive attitude toward education and prevention of diabetes.
13. Must be willing to travel for additional training to improve skills related to program.
14. Must be willing to work evenings and weekends.
15. Must be self-motivated and require minimum supervision.
16. Must be able to work well with others (individuals or in groups as a team member).

17. Must have a working phone at residence or cellular phone at all times.
18. Successful completion of criminal background investigation and drug testing with no disqualifying event.

***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.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350