



Spirit Lake Tribe Special Diabetes Program
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Health Fitness Specialist

Open Date:

April 11, 2018

Position Objective: This position is part of a cohesive group in making the Special Diabetes project work. This position is full time-temporary employment for the duration of the grant 2017. Will develop, coordinate and implement effective health promotion programs that encourage healthy lifestyles.

Major Duties & Responsibilities

- Provide on-going guidance and implementation of health activities and develop exercise activities and comprehensive activities to pre-diabetic and diabetic clients, along with non-Diabetic clients identified within the high-risk range of developing diabetes.
- Administer Fitness evaluation, strength training, and exercise program for individuals.
- Monitor exercise program success and satisfaction.
- Plan and monitor a variety of fitness programs such as physical conditioning, walking, running, swimming, in all areas of wellness.
- Coordinate and implement group exercise classes and fitness alternatives.
- Strengthen learning skills for lifestyle changes, healthy eating practices, and physical activity.
- Performs other job-related duties as required or mandated by the supervisor.

Qualifications, Experience and Education required:

- High school diploma or equivalent required.
- Certification (or be able to attain within 12 months of employment) in health fitness or related field.
- HIPAA certification.
- CPR certification.
- First Aid certification.
- Must have a valid driver's license.
- Proof of vehicle insurance.
- Knowledge of basic computer skill and/or data entry needs

Supervision and Guidance:

- Direct supervision is provided by Registered Nurse.

Work Conditions:

The work conditions for this job description are:

- A North Dakota child abuse history clearance: acceptable criminal record report.
- The Spirit Lake Tribe maintains an at-will policy of employment.

Physical Demands:

- Must be able to lift 50 lbs.
- Creative individual with strong public relations abilities, professional appearance and attitude, and motivation is essentials

Job Role:	Health Fitness Specialist	Company Industry:	SLT Special Diabetes Project
Exempt/Non-exempt	Non-Exempt	Closing Date:	April 18, 2018
Employment Status:	Full-time	Supervision	Registered Nurse
Monthly Salary Range:	DOQ	Manages others	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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