

HOULTON BAND OF MALISEET INDIANS
Job Description
HEALTH DEPARTMENT
FITNESS CENTER ATTENDANT

Approved by Tribal Council: 06/22/2019

Status: Full time temporary (undetermined length of time)

Supervisor: Assistant Health Director

Pay Range: \$12.98 - \$15.38

Role: The role of the Fitness Center Attendant is to monitor and assist clients with fitness equipment to maintain the safety and well-being of program participants.

Position Responsibilities:

- Familiarity with fitness center equipment set up and usage.
- Monitor fitness center participants to ensure safety
- Ensure rules of the facility are adhered to.
- Ensure safety of the workout room and equipment.
- Report concerns to Fitness Activities Coordinator or Health Director.
- Maintain attendance records.
- Educate participants on programs offered at the facility and/or how to use equipment properly.
- Disinfect equipment after participant usage.
- Develop and implement new fitness programs and activities in collaboration with the Fitness Activities Coordinator.
- Be available to cover for the Fitness Activities Coordinator in her absence to ensure fitness center is open.
- Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
- Any other job duties assigned by immediate supervisor.

Minimum Qualifications

- Must be 18 years of age
- Must have high school diploma or GED
- Certified in CPR and First Aid or ability to become certified.
- Knowledge of First Aid methods use in recreation programming.
- Consent to Department of Motor Vehicle Background Check
- Ability to communicate effectively with adults and children.
- Strong written and oral communication skills

- Must be available for flexible hours
- Must provide consent to, and pass, a criminal background check, DHHS background check and a urine drug screen

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities:

Bending	F	Sitting	O	N (Not applicable)
Carrying	F	Standing	C	O (Occasionally) up to 2 hours a day
Driving	N	Talking	F	F (Frequently) 2-6 Hours a day
Handling	F	Walking	C	C (Constantly) over six hours a day
Hearing	F	<u>Lifting/Carrying</u>		
Keyboarding	O	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching		50 lbs. or less		