

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-59

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Wellness Coordinator
OPENING DATE:	June 1, 2022
CLOSING DATE:	June 9, 2022
DEPARTMENT:	Community Health & Wellness / Sports & Wellness
SALARY RANGE:	NE-10; \$31,434 - \$47,151

Position Summary:

Under general direction of the Sports & Wellness Program Manager, the Wellness Coordinator develops, coordinates, and promotes sports and wellness activities for the prevention, early intervention, and improvement of self-care management of diabetes for the Community. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Exercises/exhibits professional etiquette and demeanor in personal and/or telephone contacts; consistently provides quality customer service.
- Schedules annual calendar of events and programs seasonal wellness and sports activities
- Uses state resources to research current trends and to broaden and strengthen Pueblo's programs; works with other organizations, entities, and other professional personnel to promote involvement and to ensure well balanced and integrated wellness activities.
- Plans, develops, promotes, and coordinates community health education programs, wellness seminars, healthful cooking classes, health fairs, diet/exercise programs, stress management programs, disease prevention programs/activities.
- Provides personal trainer assistance; develops individualized and/or group exercise and fitness programs and plans; provides instruction on proper/safe use of exercise equipment.
- Supports, coordinates, and conducts village-based fitness, sports and wellness programs.
- Conducts health screenings per established policies and procedures; assists other providers in health screenings and wellness activities.
- Monitors center equipment; coordinates repair/replacements.
- Maintains logs of participants in programmed/scheduled activities to measure involvement in programs.
- Conducts participant evaluations and surveys to determine need, interest, and effectiveness of programs.
- Oversees volunteer staff during activities to ensure a smooth and successful event.
- Creates and submits progress reports of program activities to the Program Manager; creates reports required by funding source(s).
- Ensures the confidentiality of participant information in accordance with HIPPA regulations and/or other relevant privacy protection laws.
- Initiates promotional projects such as mailings and other advertisements to acquaint public with activities of the Program.
- Represents the Program on committees and planning groups as necessary or directed.
- Maintains required certifications and professional and technical knowledge by attending relevant training and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

Associate degree in recreation, physical education, youth services, or other health related field required. Two (2) years of work experience in recreation, wellness, or a health-related field required. Certification in group or individual exercise programming or relevant fitness/wellness field, required. First Aid/CPR Certification preferred; must obtain within first three (3) months of

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hire. Fluency in the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Wellness Coordinator is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of exercise physiology, body mechanics, and nutrition.
- Knowledge of and skill in proper use of exercise equipment.
- Knowledge of individualized and/or group exercise plan development.
- Knowledge of health screen protocols.
- Knowledge of client/participant privacy protection laws.
- Knowledge of proper spelling, grammar, punctuation, and math skills adequate to carry out essential duties.
- Knowledge of wellness program planning and development; of survey methods and processes.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment and work independently.
- Ability and skill to plan, create, and deliver informational and educational presentations.
- Ability to be innovative, creative, and flexible in delivery of program activities.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint, and software unique to program.
- Skill in planning and organizing group activities; in preparing project time lines.
- Skill in preparing reports and correspondence.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675

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- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES