

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [melanie.piedalue@cskt.org](mailto:melanie.piedalue@cskt.org)**

**TITLE:** Fitness Specialist

**LOCATION:** Tribal Health Department (Ronan)  
Weekend Shift (Sat – Wed 12:30 p.m. – 9:00 p.m.)

**SALARY:** \$14.98 to \$17.32 per hour

**CLOSING DATE:** Thursday, October 1, 2020 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

**DUTIES:**

- The Fitness Specialist is a technical position in Tribal Health & Human Services that is responsible for assisting in diabetes awareness programs, providing health education activities, community development programs, providing personal exercise programs and youth fitness programs.
- Provide and develop fitness evaluations for clients.
- Provide personal exercise programs for clients.
- Provide and develop fitness activities for Fitness Centers, in the fitness centers and community.
- Managing the Tribal Fitness/Community building, scheduling usage, collecting fees, securing the building and enforcing policies, rules and regulation set by THHS.
- Provide clients with diabetes, cardiovascular and other health issues with assistance to develop exercise program to improve health related behavior.
- Become a health advocate for all ages and provide information to the public, promoting healthier lifestyle across the life span, an awareness of disease prevention, and encourage youth to become more active.
- Health promotion through training sessions, workshops and community activity programs.
- Will support Department Heads, Division Managers, Programs Managers, and Tribal Leaders in identifying and evaluating current health related problems and issues.
- Teach group fitness classes.
- Will maintain the fitness equipment and insure that the fitness center is well kept and safe.
- Assist with the Car Seat Program in conjunction with SOAR program.
- Track monthly usage of the fitness centers and gyms for both Tribal Health beneficiaries and non-beneficiaries. Complete monthly reports with this information for

the Health and Wellness Coordinator, Health and Wellness Division Director, and the Tribal Health Administration.

- Monitors blood sugars and blood pressure for high risk groups and individuals, document all results in clients confidential files, and reports abnormal findings to the Diabetes Program Nurse for follow up.
- Complete all required documentation.
- Will be responsible for other duties as assigned.
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**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- High School Diploma or GED.
- Prefer a 2 year degree in health related field.
- 2 years experience in coaching, teaching fitness activities, working with the public in recreation or in a related field will be acceptable.
- Certification as a Group Fitness Instructor or Personal Trainer will be completed within 6 month of hire.
- Must have First Aid/CPR certification or obtain within thirty (30) days.
- Must have current valid driver's license.
- Must pass background investigation.
- Complete a supplemental questionnaire for background.

**SUBMIT:**

1. Completed Tribal employment application.
2. Completed background supplemental questionnaire.
3. Copy of relevant academic transcript/certifications.
4. Copy of current valid driver's license.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Suz Palmer, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1259.

**FOR MORE INFORMATION:** Paul Phillips, THD at 745-3525 Ext. #5209