



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Z.O.N.E Fitness Monitor
DEPARTMENT: Tribal Health Program
SALARY: DOE
OPENING DATE: August 30, 2018 **CLOSING DATE:** September 13, 2018

POSITION SUMMARY:

This position provides services in promoting healthy lifestyles through basic knowledge of diabetes prevention or intervention

DUTIES AND RESPONSIBILITIES

- Open and closes the Z.O.N.E fitness center.
- Clean the Z.O.N.E fitness center on a daily basis (i.e. empty trash, sweep, mop, fold towels).
- Meet and greet incoming clients who will be occupying the Z.O.N.E fitness center.
- Records a daily log of clients using the Z.O.N.E fitness center.
- Performs the intake process of client/members for health and wellness services upon request.
- Ensures security and safety at the Z.O.N.E fitness center.
- Monitors and assists clients/members who are utilizing the Z.O.N.E fitness center.
- Provide basic fitness and exercise classes for the Z.O.N.E fitness center.
- Back up for CHR (Community Health Representative) duties when needed.
- Other duties as assigned by immediate supervisor to carry out the functions of the position.

QUALIFICATIONS

- High School Diploma or GED.
- Strong computer, communication and interpersonal skills.
- Must possess a valid driver's license and be insurable through the Tribes insurance carrier.
- Must be able to pass a criminal background under the Indian Child protection and Family Violence Act and the Adam Walsh Act.
- Must be able to lift over 25lbs.
- CPR and First Aid Certified within 90 days of employment.
- Must train towards Physical Fitness Specialist within 6 months of employment.

APPLICATION REQUIREMENTS:

Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.

Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.

Supporting documents are Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.

Applicants who have a current application with supporting documents on file must submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.

Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.