

Native Americans for Community Action, Inc.

www.nacainc.org



MAIN OFFICE
2717 N. Steves Blvd., Suite 11
Flagstaff, Arizona 86004

FAMILY HEALTH CENTER
1500 E. Cedar Ave., Suite 26
Flagstaff, Arizona 86004

JOB ANNOUNCEMENT

Job Title: Project Assistant - Lasting Indigenous Family Enrichment (L.I.F.E) Program
Salary: \$15.00 hourly
Job Type: Full-time (Non-Exempt)
Closing Date: Open Until Filled

Essential Duties:

- Provides group classes and one-on-one instruction using a variety of fitness and exercise techniques.
- Assist in connecting native history and cultural teachings to health and wellness lifestyle
- Assist to provide seasonal cultural practices that support health and wellness.
- Works closely with the Health Promotion Team, medical providers and partners to provide patients/participants with comprehensive care to help individuals and groups with their health goals.
- Tracks program participant progress (A1C, lipid panel, weight loss, exercise goals) and other indicators to evaluate program success.
- Ensures proper electronic health record documentation, confirms charts are securely filed and in a timely manner.
- Assist to provide intergenerational learning that supports wellbeing and resilience.
- Assist to promote traditional healthy foods.
- Assist to promote traditional and contemporary physical activities.
- Offer alternatives during classes to accommodate different levels of fitness.
- Plan routines, choose appropriate music, and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
- Participates in the Quality Improvement Program through incident reporting and identifying opportunities for improvement.
- Performs other duties as assigned.

Minimum Requirement:

Associate's Degree in Exercise Science, Fitness & Wellness, or Physical Education. (2) plus years of related work experience. Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties. *Preferred:* Bachelor's Degree in Exercise Science, Fitness & Wellness, or Physical Education. Possess a valid Arizona Driver License and Class I Fingerprint Clearance. Current 1st Aid/CPR Certification, ASIST, SafeTalk, and Food Handler's Permit.

Knowledge, Skill and Abilities:

- Familiarity with American Indian culture(s), society and working knowledge and respect for the American Indian culture, traditions and customs;
- Knowledge of tribal practices that strengthen physical and mental health, well-being, tribal identity and connection to culture to better support health and well-being;
- Knowledge of theories, concept, and principles of Health Promotion, Exercise Science and/or other prevention strategies and processes;
- Knowledge of high prevalence of diabetes, heart disease, stroke death and other chronic diseases, American Indian/Alaskan Native populations;
- Abilities and demonstrated skill in project/time management, customer service, event planning and able to independently use sound judgment and problem solving skills in daily execution of duties.

*Must complete and submit an NACA, Inc. Employment Application, Letter of Interest and Resume. Application can be obtained through website www.nacainc.org. Any question, please contact Human Resources at (928)526-2968.

Employer exercises EEOC and Indian preference in accordance with the Indian Preference Act (Title 25, US Code, Sections 44-46, 472 and 272). If you wish to exercise Indian Preference and you are a registered member of a federally or state recognized tribe, attach copy of tribal Certificate of Indian Blood (CIB).