



EMPLOYMENT ANNOUNCEMENT

POSITION: WELLNESS AIDE
DEPARTMENT: WELLNESS CENTER
SUPERVISOR: WELLNESS CENTER MANAGER
SALARY: HS STARTING \$17.00
CLASSIFICATION: REGULAR, FULL-TIME
SALARY RISES BASED ON EXPERIENCE
OPENING DATE: SEPTEMBER 12, 2024
CLOSING DATE: SEPTEMBER 30, 2024

MAJOR DUTIES:

- Responsible for day-to-day operations of the front desk and ensuring quality service to members and guests alike. This includes providing services within the Wellness Center, directing and answering questions and possessing common knowledge of the facilities and programs that are offered. Also responsible for general cleaning of the building and areas/machines used.
- Maintains a daily log of visitors and participants of the Wellness Center. Helps keep the areas clean and well organized. Phone answering duties; provide information concerning the Wellness Center and directing incoming calls to appropriate staff.
- Watches for unsafe conditions and fire hazards to minimize accidents. Ensures all conduct is appropriate according to the Wellness Center use and guidelines.
- Attends all staff meetings and training courses that are required.
- Remain onsite during work hours. Employees may be required to work evenings and weekends.
- Will relate to other people, possess good interpersonal skills, show enthusiasm for health and fitness, and try to live life in a healthy manner.
- Will set up and monitor class equipment and ensure its return in serviceable condition.
- Ensures that safety and injury prevention policies and procedures are adhered to by participants, reports accidents and prepares incident reports as required.
- Responsible for assisting with teaching and scheduling of wellness-related classes. May work one-on-one with clients or will instruct small groups.
- Performs other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Ability to lift or move at least 50 pounds and to perform general housekeeping duties.

DESIRED QUALIFICATIONS:

- Certified Fitness or Personal Trainer
- CPR Instructor

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette,

Chief Executive Officer