

Zuni Tribe
P.O. Box 339
1203-B State Hwy 53
Zuni, NM 87327



Z-10-12
Bulletin No.

February 8, 2010
Issuing Date

February 12, 2010
Closing Date

EMPLOYMENT OPPORTUNITY

DIPS Specialist
POSITION

NE – LEVEL 3
GRADE & SALARY

FT/Tenured

Human Services
DIVISION

Dive Into Prevention Strategies Program (DIPS)
PROGRAM

Zuni, NM

GENERAL DEFINITION:

Performs work of average difficulty assisting in activities of the DIPS Program. Help support and implement program goals and objectives to effectively educate DIPS participants and community in diabetes prevention.

SUPERVISION RECEIVED:

Work is performed under the direct supervision of the DIPS Coordinator.

SUPERVISION EXERCISED:

None.

DUTIES:

1. **Assists the staff with coordinated activities developed by the program.**
 - d. Plans and implements monthly work schedule to effectively assist staff.
 - e. Develop and implement plans to promote, encourage and motivate DIPS participants to take part in various physical activity and nutrition sessions.
 - f. Assists with community based events for nutrition education and physical activity promotions such as DIPS Outreach activities, health screening and health fairs.
 - g. Assist with the implementation of incentive programs for all DIPS participants to provide positive motivation for continued longevity in all program activities.
 - h. Assist with monthly assessments which consist of checking the height, weight, Blood pressure and document results correctly in participant folders.
 - i. Assist staff with cooking, educational, and physical activity sessions to increase knowledge and awareness in all participants and community.
 - j. Assist with Swim Sessions and lifeguard duties.
2. **Collaboration and networking with local agencies/programs working towards diabetes prevention.**
 - a. Partner with Indian Health Service staff for diabetes prevention activities.
 - b. Attend regular meetings with all programs to coordinate events.
 - c. Attend training sessions and conferences related to at risk populations of diabetes.
 - d. Serve as an advocate to refer clients to appropriate staff to meet their needs.
 - e. Makes referrals to other agencies as needed and appropriate.
 - f. Collaborate with Healthy Lifestyles and other programs to successfully complete goals and objectives
3. **Assists the DIPS Pool Maintainer in general pool maintenance, sanitation of pool and bathhouse facilities, and serves as a back-up for pool coverage.**
 - a. Assist in the daily clean up and sanitation of swimming pool decks, restrooms, and changing facilities.
 - b. Performs daily water quality tests to ensure clarity of water in accordance with established swimming pool protocols and procedures.
 - c. Maintain and sanitize pool manually or with recommended equipment using appropriate cleaning solution/process.
 - d. Assist with the coverage of community based events (i.e. swimming sessions for clients, public and private schools)
4. **Provide assistance to the Program Director and DIPS Personnel.**
 - d. Submit monthly written reports to the program coordinator.
 - e. Attends staff meetings, trainings, conferences as may be required.
 - f. Conduct periodic inventory of all office supplies and exercise equipment.
 - g. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of motivational techniques and practices in swimming, physical fitness and other activities. General knowledge of swimming pool safety and clean up. Ability to swim. Ability to read and write in English to sufficiently maintain accurate records of participants. Ability to communicate efficiently and effectively in English and Zuni. Ability to maintain confidentiality. Ability to work extended hours and various work schedules. Ability to travel long distances for training throughout the nation. Ability to work independently and meet strict time lines. Ability to analyze problems, troubleshoot deficiencies, identify solutions, and implement recommendations. Must be able to establish and maintain good working relationships with co-workers, tribal employees, outside agencies, and the general public.

*For an Application or for more information please call the Human Resources Department @ (505) 782-7086
OR Visit our website @www.ashivi.org*

TRAINING AND EXPERIENCE: Associate's Degree in Human Services or a related health field and a minimum of one (1) years of work experience. *OR* High School Graduate or GED with three (3) years of experience working with health programs and/or community based health programs.

LICENSE AND CERTIFICATES: Must have a valid New Mexico Driver License with no DWI/DUI convictions within the past three (3) years. Must attend and obtain Health and Fitness trainings and certification with a national certifying agency within one year of hire. Obtain CPR certification within one year of hire. Must maintain CPR, health and fitness training certifications throughout employment.

SPECIAL WORKING CONDITIONS: Must undergo and successfully pass a thorough character background check and FBI Fingerprint Check. This position involves overnight travel outside Zuni, New Mexico for training purposes. Position may be required to work evenings and/or weekends.

PHYSICAL CONDITIONS: This position is subject to strenuous physical work. Candidates must be in excellent physical condition. Must be able to lift and carry 25-50 lbs. without assistance. Position involves swimming, walking, stooping, bending, kneeling, climbing, crawling, running. Position is subject to outdoor work, heights, and in various weather conditions for program-sponsored events. Position is subject to dust, pollen, and swimming pool cleaning solutions and agents. Subject to noise and vibration from various tools and equipment.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire will be used as part of the evaluation to determine whether or not you are qualified for the **DIPS Specialist** position.

You should consider appropriate work experience, volunteerism, outside activities, awards, training, projects and education when addressing each of the items below. You may also want to provide specific examples, incidents, projects, or events that you took part. An example of a good response would be to **expand** (explain in greater detail) on the information that is identified in your application.

On a separate sheet of paper, address each of the following items in narrative form:

1. **Knowledge of motivational techniques and practices in swimming, physical fitness and other activities.**
2. **Knowledge of swimming pool safety and clean up.**
3. **Ability to work extended hours and various work schedules.**
4. **Ability to work independently and meet strict timelines.**

Make sure that each sheet you submit has the following information.

1. your signature
2. date
3. bulletin number

Hand written responses are acceptable. It is not necessary to have your Supplemental Questionnaire typed.

Application with Supplemental Questionnaire MUST be submitted BEFORE 4:30 p.m. on the closing date.