



## **JOB DESCRIPTION WELLNESS CENTER ASSISTANT**

**REPORTS TO:** Wellness Center Coordinator

**EDUCATION & EXPERIENCE:** Bachelor's degree in Exercise Physiology, Kinesiology, or related field.

### **SKILLS:**

- Understanding of determinants of health and health behavior/change theory
- Knowledge of American College of Sports Medicine (ACSM) exercise guidelines
- Ability to design individualized exercise prescriptions
- Ability to take manual hemodynamic measurements
- Highly efficient organizational and planning skills as reflected in abilities to create and maintain organizational systems, prioritize multiple tasks, and produce timely quality results
- Ability to manage multiple schedules (volunteers and patients) in order to best serve patients
- Ability to work well with and communicate with patients, staff, care providers, and community members
- Ability to handle sensitive patient information with confidentiality
- CPR Certification Required (BLS Certification Preferred)

### **PRIMARY DUTIES:**

- Maintain the efficiency and efficacy of the following operations: Wellness Center patient contact & enrollment, patient data collection and reporting, scheduling
- Maintain the efficiency and efficacy of patient training in physical activity by creating and implementing class/group structures, patient training objectives and assessments, and longitudinal data collection
- Design individualized exercise prescriptions for specific populations such as those with chronic diseases
- Design and implement fitness classes for employees (including short term trainings on using equipment), patients, community members
- Serve as research liaison on wellness-focused projects
- Compile patient stories suitable for publication in newsletters, grant proposals, media posts

### **OTHER DUTIES:**

- Assist with Wellness Center phones and errands
- Other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Indoor setting
- Continuous use of computer and calculator
- Frequent periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

8/17/2023