

Denver Indian Health and Family Services

Job Description

Job Title	Healthy Lifestyle Coach	Department	Diabetes Program
Supervisor's Title	Diabetes Program Manager	FLSA Status	Exempt
Date Prepared	June 1 2015	Date Revised	November 7 2018

POSITION PURPOSE	To provide culturally-competent physical fitness instruction and healthy lifestyle coaching to American Indian/ Alaskan Native patients with, or at risk-for, chronic diseases, within the Diabetes Management and Disease Prevention Program, at Denver Indian Health and Family Services.
ESSENTIAL DUTIES	<p>Physical Activity and Healthy Lifestyle Coaching (60%)</p> <ul style="list-style-type: none"> • Assess new patients using a PAR-Q Intake Form to determine physical fitness and lifestyle education needs. Develop a personalized patient-centered fitness and healthy lifestyle plan. • Recommend and/or teach indigenous or traditional forms of movement; including traditional games, powwow sweat, dance, or drumming, when appropriate. • Develop age and medically-appropriate exercise programs for youth, adults and elders. Instruct and supervise patients on proper use of fitness equipment. • Establish and document patient-centered healthy lifestyle goals; including exercise, nutrition, sleep, stress, healthy habits, positive relationships, and self-care. • Obtain an exercise consent of patients with a history of cardiopulmonary complications and/or chronic pain. Coordinate with the healthcare team regarding any medical restrictions to the exercise program, as noted in the consent form. • Follow policy and procedural handbook for initiating exercise of patients with chronic disease, including blood glucose, blood pressure, heart rate, and weight monitoring, as appropriate. • Create or identify culturally competent educational handouts, marketing, and online content, as appropriate. Archive material in shared drive. <p>Reporting and Documentation (20%)</p> <ul style="list-style-type: none"> • Document all patient interventions and communications including encounters, telephone calls, and voicemails in electronic health record. • Document hourly time and effort in productivity log, daily. Submit log to diabetes program manager, monthly. Submit additional productivity information for monthly board reports, as requested.
OTHER DUTIES	<p>Community Outreach (10%)</p> <ul style="list-style-type: none"> • Participate in community health-promotion events 2-4 times a year. • Perform outreach to other health providers regarding DIHFS services. <p>Department & Administrative (10%)</p> <ul style="list-style-type: none"> • Participate in weekly team meetings, monthly staff meetings, in-services trainings, and educational programs as it pertains to the workflow of this position. • Communicate to the Diabetes Program Manager: changes in scheduling or availability, tardiness or absenteeism during scheduled hours, status or need for gym maintenance or the ordering of additional supplies. • <i>May</i> be asked to participate in selected aspects of programmatic reporting, as requested by Diabetes Program Manager.

	<ul style="list-style-type: none"> Ensures adherence to DIHFS policies and procedures, appropriate workplace conduct, and accountability/transparency. This position may be subject to a document and/or performance audit at any time. <p>Other duties as assigned.</p>
<p>JOB QUALIFICATIONS</p> <p>KNOWLEDGE, SKILLS AND ABILITY</p> <p>EDUCATION OR TRAINING</p> <p>EXPERIENCE</p>	<ul style="list-style-type: none"> Expertise in the field of fitness and exercise, providing physical fitness education to patients with chronic disease, and comfort working in the clinical setting. Ability to evaluate clients' needs and create specific exercise healthy lifestyle programs. Strong writing skills, attention to detail, and willingness to utilize the electronic health record for thorough documentation. Ability to perform required role in a professional, age appropriate, and culturally sensitive manner. Strong interpersonal skills and ability to verbally communicate affectively one to one and in a group setting. Ability and willingness to collaborate with members of the multidisciplinary team in the planning, implementing and evaluating delivery of patient care. Knowledge and implementation of confidentiality and clinical safety regulations. Shows qualities of flexibility, adaptability, creativity, resourcefulness, integrity and ethics. Ability to use Microsoft Office software, general office equipment, internet, email; experience with electronic health records preferred <ul style="list-style-type: none"> <i>Certified Personal Trainer (CPT)</i> through the International Sports Science Association, National Academy of Sports Medicine, American College of Sports Medicine, or another recognized certified personal trainer program, <i>required</i> American Heart Association Basic Life Support for Health Care Provider Certification/CPR, <i>upon 90-days of hire</i> Bachelor's degree in Native American studies, education, sociology, anthropology, recreation, physical education, or related field of study, <i>preferred</i>. <ul style="list-style-type: none"> At least two (2) years on-the-on personal training and health lifestyle coaching experience with special populations, <i>required</i>. At least two (2) years of documented experience working with a Native education-based or Native results driven program, <i>preferred</i>.
<p>SCOPE OF AUTHORITY AND CHAIN OF COMMAND</p> <p>FINANCIAL AUTHORITY</p> <p>COMMUNICATION</p>	<p>Some precedents and/or procedures are available. Expected to handle different and specialized situations in department or functional area. Plans own work to meet defined work plans and objectives. Reports to the Diabetes Program Manager.</p> <p>None</p> <ul style="list-style-type: none"> Internal: Personal contact, phone, or encrypted email giving and receiving patient care information with clinical and administrative staff on a daily basis External: Contact by phone, email [encrypted as indicated], snail mail, or webinar with Area Coordinator, community clinicians, professionals, and the AI/AN community

RESULTS OF ACTIONS	Errors may result in poor patient care, financial costs to the agency and/or costs to the organizational image and reputation. Errors are typically detected within the month, within the day or two for any clinical issues.
SUPERVISORY RESPONSIBILITY	None
WORKING CONDITIONS	Works in a normal office environment using standard office equipment [such as phone, fax, printer, copy machine and personal computer], as well as a small clinic-based gym with a variety of common fitness equipment. Moderate physical activity required by handling objects up to fifty (50) pounds occasionally and/or up to twenty (20) pounds frequently, as well as modeling appropriate use of equipment with patients. Vision correctable to 20/20 or 20/30 for computer use.
OTHER REQUIREMENTS	Valid CO driver's license and proof of liability insurance to operate vehicle on behalf of agency.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job

Approvals	
Employee's Signature _____	Date _____
Employee's Manager _____	Date _____
Executive Director/Rep _____	Date _____