



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Wellness Center Attendant

**Department:** Wellness Center

**Employment Status:** Regular

**Class:** Full-Time (Afternoon/Evenings)

**Location:** Bartlesville, OK

**Immediate Supervisor:** Wellness Department Director

**Date Prepared:** 05/03/2023

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### GENERAL DESCRIPTION:

The Wellness Center Attendant monitors Wellness Center activities, provides instruction to clients on the use of Wellness Center equipment and receives, processes and maintains applications and payments for the center.

### QUALIFICATIONS:

High School Diploma or GED

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Requires a high level of confidentiality

Requires willingness and ability to learn new skills

Requires ability to use Microsoft Office Suite programs

Requires familiarity with exercise equipment

Must be willing to become certified to perform CPR

Must be able to lift at least 40 lbs

Requires good interpersonal communication and teamwork skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

**DUTIES AND RESPONSIBILITIES:**

Daily laundering of towels

Cleans all exercise equipment daily

Accepts membership payments and balance Petty Cash box

Process membership applications and maintain membership files

Provides educational material to clients regarding health and prevention

Collaborates with other Tribal Departments on diabetes and nutrition

Other duties as assigned by Director and Tribal Operations Manager

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.