

**Presbyterian Villages of Michigan
Job Description**

Bloom Health & Wellness Assistant

Village/Department: The Village of East Harbor

Reports to: Bloom Health & Wellness Coordinator

Summary: As a member of the Bloom Wellness Department and a dynamic and self-motivated individual who assists in the operations of a whole-person wellness program for the mature adults we serve. Assist in program leadership, data collection, & health & fitness evaluation

Essential Job Duties and Responsibilities: may include but not limited to:

1. Assist wellness center operation including facilities, programs and equipment upkeep.
2. Understands & contributes to a comprehensive wellness program that is preventive, holistic in nature and addresses mind, body and spirit dimensions.
3. Assists in leading a variety of land and water based programs emphasizing strength, endurance and flexibility utilizing a variety of outside and in house resources
4. Assists in providing both individual and group programs
5. Assist in providing exercise programs that are a corollary to ADL's (Activities of Daily Living) plus more sophisticated lifestyle choices (gardening, trekking, cross-country skiing etc.)
6. Supports wellness programs for co-workers
7. Assists in providing on-going educational opportunities using in-house expertise and community resources.
8. Performs assessments to acquire baseline information on all exercisers.
9. Assists in carrying out recognition program for residents and staff
10. Promotes fitness and wellness continuously through participants, newsletters, campus TV station, etc.
11. Performs demonstrations to motivate inactive people
12. Assists in scheduling periodic events to promote fitness and wellness; i.e. health fairs, etc.

13. Maintains program equipment and report the need to replace equipment
14. Meets with wellness department regularly and encourage all members to serve as "ambassadors" for the program.
18. Pursues and/or maintains professional certification
19. Establishes a strong collaborative working relationship with other village wellness coordinators/ programs.
20. Embraces, upholds and promotes Presbyterian Villages of Michigan's mission, vision, beliefs, values, strategic goals, objectives and Servant Leadership
21. Follow established policies and procedures including but not limited to:
 - a. Presbyterian Villages employment policies and procedures.
 - b. Bloom Wellness Department policies and procedures and Business Plan
 - c. Safety policies and procedures.
 - d. Federal, state and local regulations.
22. Performs any and all other duties and/or tasks as assigned or requested which include assisting with resident programs within the Bloom Department.

Scope of Authority/Reporting:

Reports to the Health & Wellness Coordinator

Qualifications:

Education/Experiential Requirements:

Holds or is working towards a B.S. in Exercise Science or degree in related discipline (i.e., exercise physiology, physical education, etc.) combined with relevant knowledge and experience. Professional experience preferred but not required. Must have strong organizational and interpersonal skills as well as understanding of unique needs in adult populations.

In addition to education and experience, health & wellness assistants are encouraged to possess or be working toward certification by one of the following credentialing bodies:

- The American College of Sports Medicine (ACSM)
- The American Council on Exercise (ACE)
- Aerobics and Fitness Association of America (AFAA)
- Senior Fitness Association (SFA)

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Communications/Interpersonal Skills

Must be able to work well with the facility residents, staff and the community at-large. Both excellent written and verbal communication skills are required. Computer skills (Microsoft Office package) are required.

Previous Experience

Previous experience working with mature adults in a health and fitness capacity is preferred but not required.

Physical Skills/Requirements

Standing, walking, bending, reaching, stooping, lifting, reading and writing.

Working Conditions: The employee will work in resident care areas with occasional exposure to unpleasant resident care procedures and possible exposure to communicable diseases.

Village Variations: N/A

Disclaimer: This job description is not intended to be all inclusive. The employee will also perform other reasonable related business duties as assigned by the supervisor or other management.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and is not intended to imply a contract of employment.

I have read and understand the above job description:

Employee: _____ Date: _____