

## **TITLE: EXERCISE SPECIALIST**

### **POSITION SUMMARY:**

- Understands, articulates and supports the company's mission, vision, goals and strategies.
- Works with an energetic staff.
- Collaborates with a team comprised of physicians, registered nurses, dietitians, lifestyle coaches and adherence specialists.
- Evaluates individual exercise needs of clients.
- Creates and implements progressive, individualized exercise instruction.
- Ensures standards are met and exceeded for service, productivity, quality.
- Maintains confidentiality of all privileged information.
- Works in a fast-paced environment.

### **PRINCIPAL DUTIES:**

**(Duties are illustrative and not inclusive. Individual assignments may vary)**

- Ensures all services are performed in accordance with standard professional practices.
- Performs physical fitness assessment, including prior exercise history, previous injuries or restrictions, flexibility, strength and body composition.
- Develops individual exercise plan for each participant.
- Assists program participants in goal setting.
- Provides equipment orientation and on-going follow-up including adjustment of exercise instruction.
- Orients and instruct individuals in the proper use of exercise equipment.
- Assesses clients before each exercise session, communicates any concerns regarding symptoms, vital signs, or clinical observations to the participant's physician.
- Reviews each participant's progress.
- Charts in the participant's record at each visit.
- Recognizes changes, symptoms or other problems related to a participant's condition and makes necessary adjustments of exercise instruction.
- Determines the appropriate intervention and take the necessary action.
- Records incident notes and clinical documentation in the appropriate location of the record.
- Completes all documentation according to company's requirements and in a timely manner. Has pre-program forms completed prior to participant's entry.
- Assesses participant's understanding and knowledge of relevant information relating to health, prevention, cardiovascular risk actors and disease, chronic illness, dietary practices, physical activity, and other relevant information before, during and after completion exercise session.

- Identifies, prepares and presents educational sessions based on needs of participant and/or families concerning alterations in physical activity.
- Serves as staff resource, provide leadership in the assessment, development and implementation of policies and procedures which are directly and indirectly related to exercise for various chronic illnesses.
- Works with physicians, registered nurses, nutritionists, team leaders, adherence counselors, staff and clients.
- Maintains exercise equipment maintenance/repair program and associated records.
- The exercise specialist is responsible for scoring, recording and reporting functional outcomes for outcome benchmarking.
- Participates in performance improvement activities within the department, and company.
- Assists with marketing the activities of the company.
- Participates in patient retention activities.
- Assists with duties as assigned to maximize resources for the chronic care travel team
- Meets all regulatory agency standards regarding exercise prescription safety and documentation.
- Supervises exercise externs/interns as needed.
- Provides in-service education programs for the company's needs.
- Performs administrative tasks associated with practice site operations.
- Participates in the Quality Assurance Committee.
- Participates in the Utilization Review Committee.
- Communicates with Clinical Unit Lead on a regular basis.
- Conducts job functions in a manner, which consistently promotes a high level of client services to both internal and external customers, models and supports the company's core values and basic principles. This includes but is not limited to maintaining constructive relationships with peers, supervisory personnel, internal and external customers.
- Assists with ordering supplies and supply inventory.

## **QUALIFICATIONS:**

### **EDUCATION**

- Graduation from an accredited college or university with a minimum Bachelor's degree in Sports Medicine, Exercise Science, Physical Therapy or Physical Education or related field.
- Current CPR and First Aid certifications plus one or more certifications from the following organizations are required: ACSM, ACE, NSCA, NASM, or NATA.

## EXPERIENCE

- At minimum one year experience in a hospital or corporate based wellness program.
- Experience with a variety of patient populations including pediatric and adolescents.
- Knowledge of exercise physiology, theory, principles, techniques and methods.
- Knowledge of pulmonary and cardiovascular anatomy and physiology, counseling techniques and the use of educational programs, resources and technology.
- Knowledge and skills to assess the physical fitness status and educational needs of individuals and groups.
- Considerable knowledge of the principles and practices of exercise and nutrition.
- Considerable knowledge of the relationship between exercise and diet, along with the physiologic need of the clients.
- Considerable experience with special needs populations.
- Familiarity in pediatric and adolescent exercise.
- Experience in a related allied health field or pediatrics is a plus.
- Self directed and motivated to function independently, completing tasks in a timely manner yet remaining flexible to participant's needs.
- Ability to assess, develop, implement and evaluate exercise plans and provide for follow-up including written reports.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write business correspondence.
- Ability to effectively present information in one-on-one, to customers, clients, and other employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Strong oral and written communication skills.
- Strong computer literacy including knowledge Microsoft Word, Excel, Power Point, and Outlook are required.

## COMPETENCY

To perform the job successfully, an individual must demonstrate the following competencies.

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Quality Management** - Demonstrates accuracy and thoroughness.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- **Planning/Organizing** - Uses time efficiently.
- **Professionalism** - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- **Quality** - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Works quickly.
- **Adaptability** - Manages competing demands.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

### **Psychological Factors**

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain pleasant working relationships.
- Ability to work with disorientated, confused or otherwise handicapped residents.
- Ability to perform multiple tasks simultaneously.

Submit the Medical Network One Employment Application, full resume and three references to: [HR@miteam.org](mailto:HR@miteam.org) or fax to 248-475-5777