



You'll feel better inside.

Oncology Exercise Specialist, Part-time

Department: Program Department, Exercise & Stress Management

Supervised by: Exercise & Stress Management Programs Manager

Supervises: --

Status: 15 hours per week, salaried, exempt, part-time.

Summary of Position:

This position is responsible for facilitating innovative exercise programs at Wellness House. This position facilitates exercise classes, individual exercise consults and assessments for people affected by cancer. Additionally, this position ensures that required consents and assessments are completed prior to enrollment in exercise classes and that the exercise room and equipment are maintained. Depending on the interests or areas of expertise of the individual in this role, other responsibilities for program delivery may be negotiated as appropriate.

### **RESPONSIBILITIES (100% Program Responsibilities)**

#### **Direct Service with Participants: Exercise Program (Approximately 90% of the time)**

-Conduct up to 10 exercise classes per week and cover for absences of other exercise program staff as needed or requested.

-Schedule and conduct individual exercise consults and fitness assessments as requested by participants or as referred by the Program Manager.

-Assist individual participants in setting exercise related goals and recommend appropriate WH classes.

-Update participant files to include a current MD release form, participant health history, informed consent form, and orientation documentation.

-Enter participant efforts into MBO as appropriate for programs or services delivered in a timely fashion.

- Assist with exercise registration process and record exercise class attendance.
- Conduct educational presentations on cancer and exercise topics as needed or requested by Program Manager.
- Participate in new participant outreach initiatives as directed by the Program Manager.

### **Program Support (5%)**

- Participate in the evaluation of programs as requested by the Program Manager.
- Identify opportunities for innovative programming surrounding exercise programs.
- Ensure exercise room facility is in good working order, including maintenance of equipment, availability of supplies, and adherence to infection control practices. Report to Office Manager in a timely manner any observations of malfunction or inadequacy of the Wellness House facility such that it would compromise the safety of staff and/or participants, as well have a negative impact on the delivery of WH programs.
- Communicate all exercise safety concerns to Program Manger
- Work with other team members who deliver exercise programming to ensure programs serve their intended audience and meet intended program goals.

### **Other (5%)**

- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading publications; maintaining personal networks; participating in professional organizations
- Perform general tasks and other duties as assigned
- Attendance at Meetings Required:
  - All Staff meetings (monthly)
  - Departmental team meetings (monthly or as needed)
  - Group Supervision (weekly)
- Attendance at Events Required:
  - Annual Walk (a work assignment will be given)
  - 1 additional program event annually (usually an evening or Saturday. A work assignment will be given)

**\*Performance Measures:**

-Ensure adequate utilization of facilitated groups and classes as set forth in the annual Program Plan.

-90% of time is spent providing direct service to participants.

-Exercise Consults will be scheduled within 3 days after receiving MD release form depending on participant availability for consult.

-Participant program effort will be entered within 2 days after program is delivered.

-Ensure exercise room facility is in good working order.

-The philosophy and values of Wellness House are evident in all work.

-Active participation in group meetings.

**QUALIFICATIONS**

**Education:** Bachelor's degree in health-related field such as Physical Education or Exercise Physiology or equivalent experience; Cancer Exercise Specialist or Certified Cancer Exercise Trainer preferred.

**Job Experience:** Prior experience leading exercise classes. Experience working with a medical patient population, ideally with a cancer patient population.

**Special Knowledge & Skills:** Solid understanding and appreciation of the fundamental principles of safe exercise programming; general computer skills, including knowledge of Microsoft Office Products such as Word and Excel; good interpersonal and organizational skills.

**Demonstrated Competencies:** Ability to conduct multiple exercise classes on a daily basis, including supervising aerobic conditioning and demonstrating strength, weight, and core training; ability to communicate effectively both verbally and written; ability to collaborate with peers and provide constructive feedback to others; desire to work as a team member and accomplish the larger goals of the organization.

Wellness House is an EOE

**Prepared by:** Jady Chipman, Exercise and Stress Management Programs Manager

**Date:** October 2022