WELLNESS COORDINATOR

SUMMARY/PURPOSE

Responsible for the development and coordination of health promotion and wellness programs designed to improve the health, fitness and well-being of City employees, reduce absenteeism, and help produce a reduction in City health care usage rates and costs.

DISTINGUISHING FEATURES

An employee in this class is responsible for the planning, design and implementation of health promotion and wellness programs for City employees and their family members. Duties include developing and promoting effective wellness programs and resources to further enhance employee health outcomes; advising employees on available health and wellness programs and assisting with enrollments; and reviewing health risk data to make recommendations of health promotion initiatives. The work is performed under the general direction of the Human Resources Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Coordinate the design, development, implementation, delivery and evaluation of all employee wellness programs, health management tools and resources.
2. Identify employee health promotion needs.
3. Facilitate employee lifestyle change through a combination of efforts that enhance awareness, change behavior and create environments that support good health practices.
4. Promote wellness programs and resources to employees and regularly communicate and assist with program enrollment opportunities.
5. Coordinate and maintain program schedules to maximize program efficiency and effectiveness.
6. Analyze City experience/health risk data, internal/external trends and develop targeted initiatives to address identified health risks.
7. Develop and implement assessment plans to gauge program effectiveness and make recommendations for enhancements to increase participation and improve wellness outcomes.
8. Plan and implement the delivery of health risk assessments, health screenings, health fairs, web-based health management tools, and on-site health promotion programs and activities.
9. Conduct educational programs and presentations on health-related topics.
10. Participate on City committees in researching and formulating wellness initiatives; assist in the publication of wellness newsletters and other health promotion media; and promote employee recognition for positive health-related lifestyle choices.
11. Maintain program statistics and report information to the Wellness Committee as requested.
12. Respond to participant and employee inquiries in a timely manner.
13. Obtain and review health promotion resources from various sources and/or develop and customize materials as needed.
14. Perform special projects and other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
   A. Graduation from an accredited college or university with a bachelor's degree in health promotion management, health education, public health education, nursing, business administration, exercise science, or a related health education or management field; OR (4) years of full-time verifiable education or professional experience in the administration of health promotion or wellness programs.

2. License Requirements
   A. Possession of a valid driver's license.

3. Knowledge Requirements
   A. Knowledge of methods, techniques, and objectives of health promotion and wellness programs designed to meet the needs of a diverse employee workforce.
   B. Knowledge of community resources available in the area for dealing with health and related issues.
   C. Knowledge of the marketing and promotion of wellness programs, fitness activities and health management information.
   D. Knowledge of Public Health principles and their application in the community.
   E. Knowledge of teaching and learning principles, principles of behavior change, and methods to influence the environment.

4. Skill Requirements
   A. Skill in communicating to a variety of audiences with ability to convey complex wellness and fitness concepts.
   B. Skill in applying health principles, practices and tools into the promotion of programs designed to target and improve lifestyle risks of employees.
   C. Skill in planning and organizing work activities to meet established objectives.
   D. Skill in the use of computer presentation software, such as PowerPoint.
   E. Skill in using the Internet to send and retrieve up-to-date information for employees and the wellness program.
   F. Highly effective organizational and time management skills.

5. Ability Requirements
   A. Ability to develop, implement and evaluate wellness programs.
   B. Ability to communicate effectively orally, and in writing.
   C. Ability to establish and maintain effective working relationships with employees, co-workers, and members of other organizations and agencies.
   D. Ability to monitor and make budgetary recommendations.
   E. Ability to train and educate others on health related topics.
   F. Ability to act as a resource person and educator for employees and community.
   G. Ability to use software packages to create brochures, reports, or newsletters.
   H. Ability to read, interpret and present information effectively and efficiently.

6. Physical Ability Requirements
   A. Ability to frequently stand, walk, sit, type, talk, hear, use near and mid-range vision.
   B. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds for presentations.
   C. Ability to occasionally bend, stoop and reach for supplies, files, etc.
   D. Ability to participate in all wellness programs, challenges and initiatives.
   E. Ability to transport oneself, to, from, and around work sites.
   F. Ability to attend work on a regular basis.

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