

Company ABC

Wellness Coordinator Job Description

Job Classification

Wellness Coordinator

Purpose Statement

The job of Wellness Coordinator was established for the purpose(s) of cultivating interest and encouraging employees to create and maintain a healthy lifestyle.

Department/Employee Group

Human Resources/Employee Benefits

Job Responsibilities

- (1) Develop and implement assessment plans to determine the population's health and lifestyle needs; assemble data to design an Annual Wellness Work Plan
- (2) Develop and deliver total population health risk management programs/services, while using corporate culture change strategies defined through employer Health Promotion standards/best practices.
 - If Health Promotion standards/best practices have not been identified or are not currently in place, the applicant must work with management to establish their employer specific Health Promotion standards/best practices.
- (3) Provide services and programs specific to ***Company ABC's*** strategic goals, employee health risks and interests, and collaborate with internal and external resources to provide a comprehensive plan of care with appropriately defined interventions.
- (4) Oversee program delivery while integrating cost-containment and cost-effectiveness aspects; evaluate the need for external vendor(s); and if contracted, then coordinate program delivery and quality control of external vendors.
- (5) Communicate specified information to all employees (Examples include pay stuffers, newsletters, emails, flyers, etc.)
- (6) Communicate with staff regularly and frequently.
- (7) Plan and maintain appropriate program service schedules to maximize program efficiency and adequately meet the needs of employees.
- (8) Develop and manage a budget to address program development, promotion, and delivery.
- (9) Develop a system to evaluate the effectiveness of the Wellness program.
- (10) Works closely with the site champions regarding wellness initiatives to promote year-round wellness programs
- (11) Partners with Safety managers to market the wellness program and solicits employee participation
- (12) Works closely with community resources to develop and maintain year-round wellness initiatives
- (13) Participates in healthcare strategy sessions for program integration

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Minimum Qualifications

Graduation from an accredited college or university with a degree in health promotion/management, community health, human resource management, population management, business or public administration, or related field with at least three (3) years of health programming experience and/or managerial capacity; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Nationally recognized certification in health and wellness preferred.

Knowledge, Skills, and Abilities

- Knowledge of health and wellness programming.
- Ability to complete regular program evaluation and utilization reports.
- Knowledge of industry researched best practices application and stays current with continuing education.
- Ability to champion all employer sponsored wellness efforts.
- Knowledge of and ability to use computers with Windows-based business software applications.
 - For example: Microsoft Word and/or MAC, PowerPoint, and Microsoft Publisher
- Skill in fostering good employee relations including the ability to effectively manage conflict.
- Skill in oral and written communication, including the ability to draft, proof, and construct professional documents and correspondence using contemporary business standards.
- Ability to establish and maintain effective working relations.
- Effective organizational skills including the ability to multitask and manage multiple projects at the same time and adaptability to changing priorities to meet demands of business.
- Ability to travel, as needed.

Responsibility

Responsibilities include: leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; significant balancing, stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires ___% sitting, ___% standing, and ___% walking.