

WELLNESS COORDINATOR

CODES/PAY GRADE

Class Code: 1519

EEO Code: B

Pay Grade: 211

MAJOR FUNCTION

Responsible work coordinating and implementing employee oriented programs in the areas of wellness (stop smoking, nutrition, exercise, etc.), and related programs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops on-going and special need components of a wellness program. Maintains fitness equipment. Implements a wellness program for interested county employees.

Completes physical assessments on participants. Develops personalized fitness program for each fitness center participant. Keeps records for all participants in the various programs.

Schedules other wellness type programs which will include sending out notices, reserving facilities, finding speakers, videos, etc.

Develops wellness poster awareness campaigns and other written media to sell these programs to employees.

Manages fitness center at County Administration Center. Provides fitness equipment training.

Assists in organizing annual County Health, Wellness and Benefits Fair.

Analyzes impact of individual wellness programs on sick leave, Workers' Compensation and health care costs.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of wellness programs and similar employee programs.

Ability to communicate effectively, both orally and in writing. Ability to analyze the effectiveness of these programs. Ability to establish and maintain effective working relationships with employees and commercial organizations providing wellness programs. Ability to maintain records and equipment. Ability to organize and coordinate time and people.

(Wellness Coordinator continued)

Ability to market the wellness of other programs to employees and management.

MINIMUM QUALIFICATIONS

Bachelor's degree in Physical Education, Physical Therapy or any related field, and two (2) years of experience in developing, administering and analyzing employee oriented programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, hear, bend, stoop, kneel, grasp, walk, twist, handle, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical manuals and journals; memos, letters, directions, policies and procedures. Ability to perform basic mathematical functions. Ability to write at a level to relay ideas, directions, procedures and policies. Ability to speak clearly and concisely, relaying technical information and data to laymen.

Revised 10/94