



JOB TITLE	DEPARTMENT	REPORTS TO
Wellness Manager	Risk Management	Coordinator of Employee Benefits

Position No: 77310	Length of Work Year: 12 Months
Salary Schedule: P10	Date Approved: 9/13/11
FSLA: Exempt	Date Revised: 10/17/18

JOB GOAL
To assist the Coordinator of Employee Benefits in designing, marketing and implementing the disease management and wellness programs.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Registered Nurse (RN), Registered Dietician, or Bachelor's degree in Health Education, Exercise Physiology, Nutrition, Wellness/Health Promotion, Public Health or related field. 2. Experience in designing and implementing Employer Disease management and Wellness Program. 3. Ability to create marketing publications and execute marketing plan. 4. Certified Health Education Specialist, Health Coach or similar certification preferred. 5. Ability to effectively train and motivate people. 6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing, including public speaking in front of audiences of all sizes. 7. Knowledge in current computing technologies and software applications (Excel, WordPress) appropriate to the position's job responsibilities. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Utilize organizational and time management skills to schedule, promote and deliver wellness program elements (health fairs, challenges, incentive program, staff exercise and sports, etc.). 2. Work with minimum supervision and within a team setting. 3. Maintain confidentiality of sensitive employee information. 4. Prepare and distribute the District's wellness newsletter. 5. Coordinate District Disease Management and Wellness Programs with assistance from local health organizations, health insurance carrier and a variety of partners and organizations. 6. Coordinate District and Student Wellness Committee meetings. 7. Assist in developing, marketing, implementing and tracking health promotion, disease management and wellness. 8. Assist the Coordinator of Employee Benefits with the analysis of District medical and prescription claims data. 9. Conduct ongoing needs assessment of the wellness program. 10. Create and present reports that demonstrate return on investment for Disease Management and Wellness Program activities. 11. Seek external funding for future Disease Management and Wellness Programs. 12. Coordinate with health insurance carrier, local vendors, and school sites on providing workplace biometric screening events and Health Fairs. 13. Establish and maintain an annual operating budget. 14. Participate in a variety of committees within the District as well as the community. 15. Perform assigned tasks with a high standard of quality.

16. Perform other tasks and duties and assume other responsibilities as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.