HEALTH AND WELLNESS COORDINATOR

Responsibilities:

Summary: Assists in the planning, development, implementation and monitoring of company-wide total wellbeing initiatives. Develops programs that create awareness, motivation and provides tools to employees that help them adapt and maintain a well rounded healthy lifestyle. Responsible for providing plan administration, participant communications and customer service of the company’s benefit plans and provides counsel to employees relative to their coverage and options according to established policy.

Position Responsibilities
- Develop, coordinate, manage, and maintain total wellbeing programming to reduce health risk, medical costs and encourage healthy lifestyles.
- Participate as a member of the Total Wellbeing Committee.
- Work with vendors and other HR associates to administer benefit programs, including Medical, Dental, Vision, Flexible Spending, Life and LTD.
- Answer employee questions regarding benefits and wellbeing program.
- Manage and track monthly billings and premium payments.
- Assist in drafting employee communications with respect to new benefits or wellbeing programming to provide continuing education.
- Implement wellbeing related activities. Examples include: health screenings, lunch and learn seminars, bloodmobile, flu-shots, fitness classes, etc.
- Keep abreast of current national wellness and wellbeing initiatives and activities, developing a network of resources and contacts to use at DRC as appropriate. Explore ideas and opportunities to personalize the program to increase employee participation.
- Special projects as assigned

Qualifications:
- Bachelors Degree and 2+ years of related experience.
- Excellent written and oral communication and interpersonal skills
- Strong attention to detail
- Ability to perform a variety of tasks simultaneously.
- Ability to maintain confidential documents and information
- Ability to prioritize and handle multiple projects at one time under tight deadlines.
- Ability to function within all levels of organization and at various locations.

Preferred
- Demonstrate proficiency in Microsoft Office Suite, e-mail and internet navigation.
- Knowledge of HIPAA rules and regulations surrounding bona-fide wellness programs

Essential Job Functions
- Report to work promptly when scheduled
- Be able to work under supervision and accept feedback
- Relate effectively and work respectfully with diverse work groups
- Ability to consistently perform well during times of increased work load
- Set and meet deadlines
- Ability to travel as needed to other locations.
**WELLNESS COORDINATOR**

**Position Summary:**

This *entry level position* is responsible for the planning, design, implementation, delivery and evaluation of comprehensive corporate health promotion programs (including but not limited to: fitness orientations and consultations, health screenings and health risk assessments, organizing health and fitness fairs, awareness events and motivational contests). The candidate will also be responsible for overseeing the maintenance of the wellness facilities as well as assist with generating reports, including, but not limited to, wellness program tracking and utilization, risks changed and program analysis.

**Primary Responsibilities:**

What will the Wellness Coordinator do?

- Must be passionate about wellness but be willing to assist in anything Benefits (including data entry, filing, responding to inquiries, etc.).
- Responsible for developing, planning, marketing and executing company-wide wellness initiatives and programs.
- Establish relationships with other internal departments (such as P.E.A.C.E) to be involved in any event that has a wellness component (such as company 5k events and Corporate Challenge).
- Act as a liaison in the company to gather ideas and sponsor events (such as with the Performance Running team, hiking, etc.).
- Develop relationship with external broker, carrier account management and other vendors in order to leverage the medical plan for wellness initiatives.
- Work with the company’s insurance carriers to increase participation in lifestyle management programs, increase compliance rates for preventative screenings and preventative medicine, overall.
- Partner with the Bistro to offer healthy food options.
- Responsible for gathering and analyzing data to measure success on wellness programs and initiatives.
- Compile comprehensive monthly objectives report on participation, programs and outcomes.
- Compile an annual comprehensive report that outlines the financial impact of the wellness program.
- Conduct benchmarking analysis and environmental and culture assessments to aid in program development.
- Conduct employee benefit surveys and focus groups.
- Make budget recommendations to Benefits Manager in regards to wellness initiatives/programs.

**Requirements:**

*Successful candidates should be able to:*

- Develop creative program materials, including promotional pieces.
- Understand the stages of change in relation to behavior modification programming.
- Motivate participants to set and reach health goals.
- Integrate wellness/fitness program initiatives into culture and organizational mission.
- Lead special projects and initiatives.
- Assist in the measurement and evaluation of the program components.
- Work in fast-paced and loud environment.
- Display a sense of urgency and ability to meet deadlines while juggling multiple projects/tasks.
- Display professionalism when dealing with employees and outside vendors.
- Accept and apply constructive feedback when it is given.

**Qualifications:**

*Successful candidates should have:*

- Wellness and benefits experience preferred
- Strong conceptual, strategic and visionary skills.
- Critical thinking skills
- Knowledge of ROI outcomes.
- The ability to work with employees at all levels.
- The ability to meet changing deadlines and be able to multitask.
- Strong organizational and time-management skills.
- Excellent skills in all Microsoft Office Programs including Word, PowerPoint, Publisher and Excel.

**Successful candidates should be:**
- Personable, energetic, professional, self-motivated, and detail-oriented.
- An independent thinker with excellent written and oral communication skills.

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**WELLNESS COORDINATOR**

**Primary Job Duties and Responsibilities:**
Manages programs in accordance with operational, quality, safety, and service standards. Contributes to the business planning and health promotion/wellness intervention processes for their site(s). Coordinates the planning and delivery of wellness programs including health awareness (bulletin boards, newsletters), educational campaigns (lunch n learns, workshops), behavior change programs (Choose to Lose, Maintain Don’t Gain), health assessments/screenings (biometric events, incentive programs, health fairs), smoking cessation, and more. Proactively contributes to the wellness committee meeting at while acquiring program buy-in and support through all levels of the organization.

Additionally, effectively promotes and markets the wellness programs to target populations by utilizing existing resources. Performs research on relevant topics in health promotion and disease prevention, as needed, and collects and evaluates program data/reporting.

**Qualifications:**
- Bachelor’s degree in Health Promotion or related field required.
- Wellness Coaching experience.
- Two or more years experience in the delivery and coordination of corporate based health promotion programs required.
- CHES (Certified Health Education Specialist) certification preferred.
- Current CPR certification required.
- Skills in program development, implementation, marketing and promotion.
- Strong interpersonal communication and customer service skills with the ability to motivate others.
- The ability to work both independently and as a part of a team with enthusiasm, initiative and creativity.
- Able to attend to detail, work under pressure, and prioritize.
- Up to 20% travel required.
- Bilingual English / Spanish preferred
ONSITE EMPLOYEE WELLNESS KoORDINATOR

- Coordinate, communicate, promote and implement onsite biometric screenings
- Provide biometric testing, health coaching and high risk follow up
- Manage chronic condition coaching referrals
- Lead wellness committee to enhance employee buy-in and assist with implementation and communication of initiatives
- Coordinate quarterly wellness committee meetings
- Integrate and maintain wellness “brand” into current and future program materials
- Assist employees with finding in-network primary care physicians
- Analyze data collected from health risk assessments, biometric screenings and claims data
- Conduct environmental and culture assessments to assess priorities in program development
- Develop and implement monthly health communications and activities
- Coordinate educational seminars on high risk targeted topics (visibilities, lunch & learns, guest speakers)
- Implement on-site health action campaigns targeted to high risk topics (weight management, stress management, nutritional awareness, dimensions of wellness, pedometer program)
- Conduct onsite group educational classes (smoking cessation, diabetes, asthma, weight management).
- Additional fees vary by topic, and necessary supplies needed for classes.
- Coordinate healthy food choices with vending machine suppliers
- Provide comprehensive monthly objectives report on participation, programs and outcomes
- Compile an annual comprehensive report. Report on the financial impact of the wellness program
- Prioritize programs and interventions based on reported data that will make the greatest impact on participants and client

DIRECTOR OF WORKSITE WELLNESS

The Director of Worksite Wellness is responsible for promoting the overall health and wellness of the internal employee population through improved health and productivity management. The Director of Wellness will own all of the total health management programs. This entails setting the direction for employee-wide health and wellness initiatives, communicating those initiatives to the leadership team and to the general employee population and ensuring their success through well defined measurement criteria.

Essential Duties and Responsibilities

- Sets total health management strategy for internal employees.
- Manages the measurement communication process around the total health management program.
- Communicates goals and outcomes of the program to upper management to ensure that leadership both understands and supports all initiatives.
- Develops a network of employee “Change Champions” to help promote the program.
- Ensures that the workplace is acceptable and up-to-date with all applicable health codes and regulations.
- Create well-defined metrics to measure the success of the programs.
- Select and manage vendor partners to ensure performance.
- Integrate with other departments within the organization as appropriate.

Job Description

- Works with employee “Change Champions” to build enthusiasm and focus efforts.
- Consults with other departments/functions in the company to align efforts and reinforce a culture of wellness.
- Reviews the newest health trends and studies with outside consultants.
- Stays on top of any changes to health and safety regulations with government agencies.
Competency Requirements

- Consistently demonstrates the courage to do what’s right for the business; consistently guides, focuses, and energizes a group to accomplish the firm’s objectives even under stressful or ambiguous situations
- Originates actions to influence events and to achieve goals; sees opportunities and acts on them
- Displays the highest standards of personal and professional conduct. Supports organizational ethical standards and values
- Under limited oversight, must be able to recommend policies and strategic goals, manages, and assume risk for a major area
- Must be able to manage large budgets and teams of people
- Must be able to think strategically and establish business strategies with a longer-term focus based on the organization’s vision
- Must be able to change programs significantly

Specific Knowledge and Skills:

- Understanding of public health issues
- Understanding of trends and best practices in employee health and wellbeing
- Strong reasoning and financial analysis skills
- Strong written and verbal communication skills
- Understanding of relevant federal and state laws
- Excellent consultative skills to shape solutions
- Negotiation skills to work with vendor partners
- Ability to communicate clearly and effectively with audiences at all levels in the organization.

Education and/or Experience

- Bachelor of Science degree in Health and Wellness or related field. Master’s Degree Preferred.
- 7+ years of experience in healthcare or related industry
- Prefers 10+ years of progressively responsible experience in a related field including 3+ years of experience in management

Certifications, Licenses, registrations

- Prefers CPR certification
- Prefers first aid certification
- Prefers Certified Health Education Specialist (CHES)