

Position Name: Employee Wellness Coordinator

General Description:

Under the general direction of the Chief of _____, this position will serve as the program coordinator to promote employee wellness. The Employee Wellness Program is a collaboration between _____, CalHR, Labor, and other partners, with a commitment to an employee-driven approach. As such, the employee wellness coordinator will work in partnership with labor and management to build a workplace culture that supports and encourages employee health and well-being. The ideal candidate will be able to work in close collaboration with partners and with employees to plan, implement and evaluate a comprehensive employee wellness program.

The employee wellness coordinator will have primary responsibility for some duties and shared responsibility or a support role for other duties.

Essential duties:

PLANNING AND IMPLEMENTATION – 40%

1. Develop, implement, and monitor the effectiveness of a department Employee Wellness Program to improve employee health and well-being.
 - a. Develop annual strategic plan in collaboration with advisory committee.
 - b. Organize and coordinate worksite events, programs, and training sessions.
 - c. Co-facilitate wellness committees including advisory committee, workgroups, and wellness “boosters.”
 - d. Assess employee needs, interest in, and satisfaction with Employee Wellness Program, events and services.
2. Engage departmental leadership in promotion of Wellness Program to ensure investment and support by executive leadership and by all levels of management.
 - a. Present at executive staff, manager, and division meetings.
 - b. Provide guidance and resources to managers to promote health and wellness and encourage participation among employees.
3. Coordinate with external researchers and analysts to plan and implement program evaluation and report results to departmental leadership and CalHR.

COMMUNICATIONS – 35%

4. Develop and implement communication plans to promote departmental health and wellness activities.
 - a. Employ various marketing and outreach mediums, such as educational resources, community activities and resources, and competitions and worksite activities.
 - b. Develop promotional materials on the wellness “boosters” initiative and employee success stories.

FOSTERING PARTNERSHIP – 15%

5. Convene regular Partnership meetings to ensure effective functioning of partner relationships.
 - a. Develop agendas that assess progress on partnership and program goals.
 - b. Work with the Partnership Committee to make course corrections on strategic plan, as needed.

MISCELLANEOUS – 10%

6. Miscellaneous/other duties as assigned.

Knowledge/Skills/Abilities:

- Excellent interpersonal and communication skills with the ability to confidently interact with management and employees and multiple collaborating partners.
- Excellent organizational and time management skills and the ability to coordinate multiple projects.
- Knowledge of employee wellness, health-related topics and educational strategies to motivate people about how to achieve and maintain a healthy lifestyle.
- Knowledge of disability issues to ensure inclusion of people of all levels of physical ability in wellness program.
- Ability to analyze, interpret, and report research findings and recommendations.
- Familiarity with the legal and regulatory environment of the health management area, such as Health Insurance Portability and Accountability Act (HIPAA) and Americans with Disabilities Act (ADA).
- Advanced knowledge of online applications or social networking sites (Facebook or similar).
- Ability to work well in teams and with appreciation for shared achievement.
- Advanced skills in working with computer applications (database, spreadsheets, word processing).
- Knowledge of computer skills and software to manage websites or databases, publish newsletters, or provide webinars.
- Excellent writing skills (e.g., technical research reports, fact sheets, newsletters).
- Knowledge of data collection and analysis for statistical reporting requirements.
- Knowledge of public speaking and group facilitations skills and strategies to give effective presentations and train others.
- Knowledge of intrinsic and extrinsic motivators and barriers to success or change processes.

Educational requirements will be added; tied to the job classification and pre-determined state minimum qualifications.