

Health Enhancement Coordinator

Purpose Statement

The job of Health Enhancement Coordinator is done for the purpose/s of coordinating a wellness program and related activities for the District; providing guidance and expertise on wellness and disease management; and implementing and maintaining services within established guidelines and standards.

This job reports to Director - Human Resource Services

Essential Functions

- Conducts workshops and other professional development activities for the purpose of assisting District personnel in identifying and implementing change processes to improve health and develop personal wellness plans.
- Coordinates participant satisfaction for overall program success as well as each wellness activity for the purpose of providing prevention strategies.
- Coordinates health screenings and completion of the district designated Health Risk Assessment (HRA) for the purpose of disease prevention and enhancing productivity of staff.
- Designs, plans, promotes and oversees employee wellness programs and events (e.g. monthly meeting held with representative of each school who serves as individual to share information within building, etc.) for the purpose of developing and implementing effective program strategies as determined by the Wellness Committee.
- Develops resource materials and training models (e.g. goals, activities, and opportunities, etc.) for the purpose of addressing wellness and disease management and to provide services and education to employees.
- Develops prevention plans (e.g. assisting staff with health and/or fitness related inquiries, etc.) for the purpose of increasing awareness and reducing the frequency and complications of disease.
- Maintains a variety of manual and electronic files and/or records (e.g. web-based information related to wellness activities and incentives, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages District fitness center facility and equipment; supervises fitness center staff (e.g. recommend repair and/or replacement of equipment as needed; employee hiring, staffing, and performance plan, etc.) for the purpose of providing district personnel an environment for group and/or individual exercise.
- Manages wellness budget and expenditures (e.g. budget, training needs, selection of resources, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in meetings, workshops, trainings, and seminars (e.g. training, orientation, regional and district committees and conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, memos, letters, grant applications, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: wellness and disease management programs and its interrelationship with productivity; health standards and hazards; and knowledge of community resources.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a nonjudgmental manner; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Physical Capacity Assessment

Certificates and Licenses

CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability
Appropriate Health/Wellness/Trainer Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

