

WELLNESS COORDINATOR

Classification: Administrative – Central Office

Location: District Office

Reports to: Chief Financial Officer

FLSA Status: Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position is responsible for planning, designing, implementing and evaluating a comprehensive wellness program for the employees of the North Clackamas School District with a balanced emphasis (e.g. fitness, nutrition, physical health, and mental/emotional health) that meets the needs of our employees over time.

Part II: Supervision and Controls over the Work:

Works under the supervision of the Chief Financial Officer. Employee is expected to independently perform assigned work, only seeking the assistance of the supervisor in unusual or difficult situations. Leader responsibilities are evaluated for effectiveness of organizing, scheduling, and managing work to achieve timeliness and employee wellness outcomes.

Part III: Major Duties and Responsibilities:

1. Provide leadership to the Wellness Program Committee in assessing, developing, and establishing measurable objectives and program content consistent with employee wellness interests and needs. Leadership includes working directly with Board members on this committee.
2. Participate as a member on the Benefits Committee.
3. Recruit, develop, and facilitate wellness leaders within schools, the district office, and all other departments.
4. Monitor program budget and assure appropriate expenditure of funds with detailed record keeping and reporting to all funding sources.
5. Collaborate with the human resources department, risk management department, and union leadership to promote preventative health benefits, utilization of our employee assistance programs and lessening of workers compensation claims.
6. Apply knowledge and research to target specific employee groups in designing and implementing programs that impact employee health and wellness.

7. Responsible for developing, planning, marketing and executing District-wide wellness initiatives and programs to reduce health risks, medical costs and encourage healthy lifestyles.
8. Responsible for gathering and analyzing data to measure program success on wellness initiatives and compiling an annual comprehensive report that outlines the financial impact of the wellness program.
9. Establish multiple criteria, procedures, and instruments for assessing program effectiveness to employees, such as developing and disseminating an annual employee survey.
10. Develop creative program materials, including promotional items and communicate clearly and effectively employee wellness opportunities through multiple venues, such as developing and maintaining an employee wellness newsletter.
11. Assist in writing, reporting and managing grants and seek out donations to support district employee wellness financial expenditures.
12. Keep abreast of current national wellness initiatives and activities, develop a network of resources and contacts to further expand the Employee Wellness Program. Explore ideas and opportunities to personalize programs to increase employee participation.
13. Maintain accurate records using computer technology.
14. Coordinate all employee vaccinations clinics, to include families, to ensure employees are able to come to work.
15. Provide professional development and consulting pertaining to health and wellness to staff who are directly responsible for student instruction up to 15% of time.
16. Lead on district-wide special projects and initiatives that pertain to employee health and wellness.

Perform other job related duties as assigned.

Part IV: Minimum Qualifications:

1. A Bachelor's of Science degree in Health Promotion or related field and a minimum of five years working in a wellness related field. Examples include health promotion, fitness, or a health professional (i.e. nursing, physical therapy, occupational therapy).
2. Demonstrated knowledge of a broad range of wellness and fitness topics and a commitment to wellness and the promotion of life learning.
3. Ability to keep professionally current in health, wellness, and fitness research.
4. Ability to establish relationships with administrators and employees to promote participation in sponsored programs, and to motivate them to set and reach health goals.
5. Ability to display professionalism when dealing with employees and outside vendors.
6. Ability to conduct benchmarking analysis, and environment and culture assessments to aid in program development.
7. Ability to act as a liaison in the District to gather ideas and sponsor events (such as an annual Benefits Fair and fitness classes). Create an environment that provides positive and collaborative relationships within the program.
8. Ability to work with the District's insurance broker, insurance carriers and others to increase employee participation in lifestyle management programs and leverage the medical plans for wellness initiatives.

9. Ability to maintain confidential documents and information and keep abreast of HIPAA rules and regulations.
10. Ability to integrate wellness/fitness program initiatives into culture and organizational mission.
11. Ability to present self as a forward thinker, energetic, motivated, creative, organized, relationship builder, and a leader.
12. Demonstrate skills in program building, critical thinking, verbal and written communication, computer and web based programs.

Part V: Desired Qualifications:

- Master's Degree
- Specialized training or certifications that align with current district health and wellness initiatives.
- Prior experience in management or marketing.
- Experience in a school setting.
- CPR and First Aid Certification.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.
- The noise level in the work environment is usually moderate but can be loud on occasion.