

TITLE: Coordinator, Employee Wellness Program

- QUALIFICATIONS:**
1. Bachelor's or higher in nursing, health, wellness, or related fields.
 2. Minimum three (3) years experience in health promotion, corporate wellness, or related fields.
 3. Demonstrated ability to work effectively with diverse groups of people.
 4. Ability to work independently with limited supervision.
 5. Ability to collect and research data, synthesize information, and design programs.
 6. Ability to maintain confidentiality and respond to customer needs and requests for service/assistance.
 7. Skilled in oral and written communication.
 8. Ability to train and motivate people.
 9. Ability to plan, organize, implement, and evaluate programs.
 10. Experienced in industry-standard computer applications.
 11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 12. Demonstrates a commitment to fitness and healthy lifestyles.

REPORTS TO: Director, Insurance & Benefits Management or Designated Administrator

JOB GOAL: To plan, design, implement, monitor and evaluate a wellness program for employees of the School District of Lee County

ESSENTIAL FUNCTIONS:

1. Works with Insurance Task Force and Director, Insurance & Benefits, to provide appropriate wellness interventions and programs for District employees.
2. Coordinates with outside agencies, businesses, health care providers, departments, etc. to implement wellness initiatives.
3. Promotes wellness initiatives to District employees via written and oral communications.
4. Prepares all necessary written reports and analyses related to the District's wellness program.
5. Develops a tracking/accountability system to assess the effectiveness of employee wellness program initiatives.
6. Serves as liaison for activities of the Employee Assistance Program.

OTHER RESPONSIBILITIES:

1. Assists with Insurance & Benefits publications
2. Ensures all activities are carried out in compliance with local, state, and federal regulations.
3. Prepares all necessary reports and analyses to Insurance Task Force.
4. Serves as a regular advisor to the Insurance Task Force.
5. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 11-08-05