Classification Specification for Unclassified Service

Title: Employee Wellness Coordinator

Essential Function

Under general supervision from a designated administrator, plan, design, evaluate, modify and coordinate employee wellness activities.

Characteristic Duties

Plan, design, evaluate, modify, coordinate and implement employee wellness programs which meet the needs of the current workforce and the goals of the university focusing on initiatives to improve health and prevent diseases and disability.

Develop employee wellness program objectives and monitor quantitative and qualitative data on progress toward objectives. Review objectives to identify problems and solutions, prioritize solutions and develop action steps for program improvement.

Deliver/implement health related programs utilizing a variety of strategies: marketing campaigns, group sessions, lectures, etc. Identify outside resources for health education programs. Serve as a health and wellness resource. Coordinate health fairs and events.

Communicate regularly with campus community to support wellness program using social media and publications such as newsletters, brochures, and emails.

Develop and manage Wellness website and other social media sites for wellness activity and promotion of events. Oversee the UC Wellness Ambassador program.

Develop and manage wellness budget, coordinating program supplies and educational materials.

Secure administrative and budgetary support for health promotion activities.

Assist in writing grant proposals.

Assess effectiveness of programs and services.

Interpret and apply legal documents, regulations and government legislations with knowledge of health and wellness plans and the laws that affect them, including ERISA, IRC, PPACA, HIPAA, ADEA, ADA, USERRA, EEO, PDA, Workers' Compensation and Safety laws.

Perform one-on-one counseling to employees.

Partner with vendors and arrange for contracted services.

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Serve on appropriate university committees.

Assist in development of internship for health profession students.

Perform related duties based on departmental need.

May provide direct supervision to exempt and non-exempt staff, including student workers and graduate assistants.

Ability to work non-traditional hours.

**Minimum Qualifications**

Bachelor’s Degree in Nursing, Public Health, Health Education, Health Promotion, Counseling or any other health-related field and minimum of 3 years full-time experience in developing, delivering, and measuring health education programs. Or a Bachelor’s Degree in a non-health field along with a minimum of 3 years full-time Wellness program experience.

Requires Basic knowledge of disease and illness prevention and health promotion; excellent written, verbal and interpersonal communication skills to interact effectively with faculty, staff, students and community members of diverse backgrounds.

Demonstrated competence with MS Word, Excel, PowerPoint and Access; skill in desktop office computing software to include database management and statistical analysis; able to collect, analyze and report Wellness data with an ability to work independently, including strong logistical coordination and organizational skills to manage multi-projects and meet deadlines. Demonstrated high level of integrity and confidentiality.