POSITION DESCRIPTION

POSITION TITLE: Corporate Wellness Coordinator

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Director

POSITION SCOPE:
To provide a unique and comprehensive health and wellness program encompassing a wide range of services to improve the health and well-being of the entire employee population including wellness newsletters, health screenings, wellness presentations, lunch and learns, and much more.

DUTIES / RESPONSIBILITIES:

- Enhances employee health awareness and promotes new initiatives by implementing a wide variety of health and wellness programs that meet the needs of a diverse, dispersed workforce that may include but are not limited to disease management and behavior change programs for both the mind and body. Facilitating changes and/or additions to programs as needed that reflect the changing needs of the employees.

- Analyzes employee health challenges using all available internal health care data such as health assessment results, claims utilization data, employee survey data, and other data as appropriate to create wellness programs or initiatives that meet the Company’s needs, goals, and budget.

- Translates identified health needs of the Company’s employee population into creative, high-energy, high visibility solutions that improve employee engagement, health and productivity and reduce the Company’s health care and workers compensation costs.

- Develops, implements and maintains health promotion/wellness programs and events by benchmarking successful external programs and staying current with best practices to drive continuous improvement of employee health and decrease employer costs on a year over year basis.

- Plans and coordinates annual Company wide health and safety fair, health screen assessments, biometric screenings (as applicable), internal physical activity challenges, external physical activity and community service activities such as the MS Bike Ride, Breast Cancer Walks, American Heart Association walks, etc and other mental and financial programs targeted in the Company’s health and wellness strategy – all leading up to an incentive trip for top tier wellness employees climbing a mountain together.

- Leads the development of strategies, and implementation of programs by the wellness committee and developing timelines, milestones, communications, key success factors and metrics to identify expected outcomes, success and the ROI of wellness programs and initiatives – includes S&OP presentations of results.

- Assists in the negotiation of vendor contracts and integrates into the wellness dollars and programs, offered by the health insurance carrier and analyzes performance.

- Works with consultants and vendors to analyze data and research trends on health and wellness, continually bringing new thought to wellness program management.

- Responsible for creating internal communications and program visibility by developing and executing cutting edge internal and external health and wellness communications strategy using all available media such as online, print, email, and onsite training communications.

- Integrates health and wellness into all Company events, projects, such as monthly meetings, annual picnic, intranet, etc.

- Manages the financial impact and budget of programs and projects by assisting in the preparation of and maintaining the annual health and wellness budget.
Visits all Company locations to lead the registration and participation of employee groups in various Company sponsored employee wellness programs and initiatives.

Develops and delivers employee health education training where applicable. Provides logistical support to operational locations to facilitate implementation of wellness programs and initiatives.

Identify qualified field health educators to deliver portions of the interventions to the organization

Evaluate and provide performance feedback to field health educators to ensure quality-driven programming.

Maintain accurate records and ensure confidentiality of all data collected during the Health Risk Assessments on-site health screenings and health promotion activities.

**Education/Experience**

- Strong verbal and written communication skills and the ability to influence across all employee levels and effectively make presentations to small or large groups of employees. Ability to establish and maintain effective relationships with internal customers and external vendors.

- Strong program management and change management skills and familiarity with a variety of event planning, program management, and employee health, wellness, and benefit administration concepts, practices, and procedures.

- Ability to accomplish goals.

- Ability to lead and direct the work of others with a wide degree of creativity and latitude is expected.

- Bachelor degree in HR, health promotion or related field required.

- Three or more years related industry experience preferably in a health plan, health improvement or related environment or equivalent combination of education and experience.

**Other Knowledge, Skills & Abilities:**

- Strong interpersonal and customer service skills including the ability to motivate others.

- Ability to effectively organize and prioritize work demands in a dynamic, fast-paced environment.

- Strong computer proficiency in Microsoft Office programs including at minimum: Word, PowerPoint and Outlook.

- Strong computer proficiency in Excel; including charts, graphs, pivot tables, and sorting.

- HTML proficiency.

- Ability to work effectively with all levels of individuals both within the Company and vendor organizations.

- Ability/Willingness to climb a mountain.