



CLASS SPECIFICATION

Class Title: Wellness Program Coordinator
Department: Human Resources
FLSA: Non-exempt
Merit: Non-exempt

Class Code: 3307
Grade: 19
Eff. Date: 12/20/1999
Revised: 01/20/2023

GENERAL PURPOSE

Under the general supervision of a Human Resources Deputy Director, develops, implements, and evaluates programs and activities for an employee Wellness Program.

EXAMPLE OF DUTIES

Develops and implements an employee wellness program; identifies community organizations and resources, and potential participants for support and assistance in program planning; designs programs consistent with appropriate and measurable objectives.

Coordinates regular biometric screenings and health risk assessment (HRA) through a wellness service provider, such as PEHP Healthy Utah.

Identifies and facilitates meaningful incentives to encourage employee participation. Promotes other employee wellness objectives such as mental health, financial wellness education, and employee social activities.

Interprets concepts, purposes, and theories of healthy lifestyles; selects a variety of communication methods and techniques in providing health information.

Establishes effective consultative relationships with wellness program participants; assists employees in developing and maintaining healthy lifestyle plans. Selects, schedules and teaches health and fitness classes/seminars for employees at the County worksites. Provides health education through newsletter and special events offered throughout the year.

Compiles and publishes periodic HR newsletters which includes health/wellness information, along with updates and informational articles related to County benefits, policies, events, recruiting, and other related topics.

Coordinates an annual county-wide employee & family social event. Heads a committee of employee members to plan and provide opportunities for employees to meet and socialize, in order to build morale and teamwork throughout the County.

Creates and maintains program records, reports, and files; develops and implements plans to assess achievement of program objective(s); interprets results of program evaluations and infers implications for future program planning.

Assists with functions involving employee engagement and overall well-being.

May assist with HR and risk management projects and assignments.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Health Education, Community or Public Health Education, plus two (2) years of full-time experience managing or coordinating a wellness program.

2. Special Qualifications:

Must possess certification by the National Commission for Health Education Credentialing as a Certified Health Education Specialist (CHES).

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: sources of health related information; survey techniques to acquire health data; behaviors that promote or compromise health; needs assessment techniques and analysis; healthy nutrition and exercise principles; individual and group learning methods; health education evaluation instruments; conflict reduction methods; county and departmental policies and procedures.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: develop and maintain timely program schedules; make group presentations; maintain a budget; utilize all applicable computer applications; perform duties with minimal supervision; follow written and oral instructions, communicate effectively, establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**