

SCHOOLDISTRICTOFSARASOTACOUNTY**JOB DESCRIPTION****WELLNESS COORDINATOR****SALARY SCHEDULE: ADMINISTRATIVE – J****COST CENTER: FINANCIAL SERVICES (9038)****QUALIFICATIONS:**

- (1) Bachelor's Degree in nursing, health, wellness or related fields
- (2) Minimum three years experience in the development and delivery of employee wellness programs
- (3) Experience with data analysis
- (4) Valid Florida Driver's License required

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of health promotion, health risk management, and disease management. Demonstrated ability to educate and motivate diverse populations on the benefits of reducing individual health risks and behavioral modification. Demonstrated ability to design, implement, monitor and evaluate wellness programs. Proficient in research methodology in health statistics, survey sampling, and data management. Ability to use computers and spreadsheet and statistical software as well as other applicable software. Demonstrated ability in public speaking and writing. Knowledge of budgetary process. Knowledge of social marketing.

REPORTS TO:

Supervisor, Risk Management

JOBGOAL

To design, implement, monitor and evaluate a district-wide employee wellness program for the School Board of Sarasota County employees.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Work with Supervisor of Risk Management to provide appropriate Wellness Programs and initiatives for District employees.
- * (2) Analyze health claims data, health related indicators, employee interest surveys and health risk assessment results to identify areas for improvement of the Wellness Program and initiatives and provide all necessary written reports.
- * (3) Participate on various Health and Wellness Committees throughout the District.
- * (4) Work directly with individual schools and departments to implement Wellness Programs.
- * (5) Promote and assist with wellness screenings and flu shots for all employees.
- * (6) Identify and provide follow-up resources to employees to ensure proper utilization of health care providers.
- * (7) Develop a tracking /accountability system to assess the effectiveness of employee wellness initiatives.
- * (8) Maintain an operating budget.
- * (9) Oversee the daily operations of the Wellness Center.
- * (10) Collaborate with District benefit providers and business partners.
- * (11) Serve as a liaison between mental health providers and health/wellness services.
- * (12) Represent the District at community health related meetings.

WELLNESS COORDINATOR – Continued**School Board Approved – January 8, 2008 Revised - June 21, 2016 – Revised February 23, 2018**

- * (13) Track health care trends, national bench marks, and emerging operational tools to ensure best practices are being utilized.
- * (14) Facilitate staff development and training programs on wellness.
- * (15) Develop, schedule, and conduct wellness activities and campaigns.
- * (16) Prepare and distribute District wellness newsletter.
- * (17) Proactively research grant and funding opportunities for health/wellness programs and initiatives.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Provide for a safe and secure workplace.
- * (20) Model and maintain high ethical standards.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality of employee medical and health related information.
- * (23) Maintain positive relationships with staff and vendors.
- * (24) Participate in workshops and training sessions as required.
- * (25) Communicate effectively with staff and vendors.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Respond to inquiries or concerns in a timely manner.
- * (28) Prepare all required reports and maintain all appropriate records.
- * (29) Follow all School Board policies, rules and regulations.
- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Demonstrate support for the School District and its goals and priorities.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (33) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities