

WELLNESS COORDINATOR

DEFINITION

Under general direction, plans, develops and administers a County-wide Employee Wellness Program; coordinates program activities with other County services and the community.

DISTINGUISHING CHARACTERISTICS

This single position class is distinguished by its responsibility for development and coordination of an employee health and wellness program. The position is located in the Department of Personnel Management and receives direction from the Employee Health Physician.

DUTIES, KNOWLEDGE AND ABILITIES

Note: The following duties are those assigned to this position. Other related duties may be performed.

DUTIES:

1. Coordinates and conducts health and wellness orientation activities.
2. Provides technical assistance and consultation regarding employee wellness to program staff and County employees.
3. Promotes and markets the program.
4. Develops employee and operations manuals.
5. Establishes linkages with community programs.
6. Recommends policies and procedures for implementing employee wellness programs at fitness facilities and worksites.
7. Consults with County departments on specialized employee needs.
8. Participates in program contract negotiations.
9. Reviews employees' wellness records and provides dietary, nutrition and exercise guidance.
10. Collects and analyzes data on a variety of health matters.
11. Maintains and updates data on program activities.
12. Edits the newsletter.
13. Monitors program activities and budget expenditures.
14. Makes presentations to employee and community groups.
15. Schedules and conducts health presentations and activities.
16. Prepares a variety of reports.
17. Provides day-to-day direction to subordinate staff.

Knowledge Of:

- Administrative principles applicable to the organization and functions of health and wellness programs and government
- Organization, functions and inter-relationships of various health, medical and fitness care services and facilities such as hospitals, clinics, volunteer agencies, community exercise programs and local community services
- Principles of public speaking and group presentations
- Principles and procedures of program development, coordination, implementation and supervision

Ability To:

- Coordinate and direct the work of subordinate staff
- Compile and analyze data; organize material and prepare clear and concise reports
- Work harmoniously and Sacramento County effectively with county staff, community agencies, businesses, county health providers, and the general public

MINIMUM QUALIFICATIONS

Any combination of experience and education or training that is likely to provide the required knowledges and abilities. Typical ways to obtain the knowledges and abilities would be:

- Either: 1. Two years of experience performing administrative or management duties in an employee wellness program or managing a health fitness program.
- Or: 2 Two years of experience performing administrative or management duties in a public or private health-related agency.
- Or: 3 Two years of experience as a health educator with responsibility for program development and implementation.

NOTE: A bachelor's degree or higher from an accredited college or university in public health, physical education, public or business administration, or closely related field may be substituted for one year of either of the above experience patterns.

PROBATIONARY PERIOD

Wellness Coordinator

Twelve (12) months

Classification	Adopted	Revised	Retitled	Class Code	Schematic Code	EEO Code	Rep Unit
Wellness Coordinator	8/23/91			8462	19771	02	A