

Uintah County

Job Description



Title:	Wellness Coordinator	Code:	502
Division:	Human Resources	Effective Date:	11/13
Department:	Commission	Last Revised:	10/13
FLSA Cat:	Non-Exempt	Pay Grade:	18

GENERAL PURPOSE

Performs a variety of **working level, complex clerical and technical duties** related to planning, implementing, directing and maintaining wellness initiatives. Evaluates and provides recommendations regarding health and wellness related initiatives, activities, and education efforts. Identifies and secures funding sources to support program needs.

SUPERVISION RECEIVED

Works under the general supervision of the County HR Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Analyzes and evaluates a variety of program related data for the purpose of ensuring that program initiatives and activities meet objectives while adhering to assigned budget limitations.

Assists in the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet program goals while adhering to all relevant regulations and guidelines.

Communicates with employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.

Creates the design, awareness, planning, promotion, support, professional development and implementation of health and wellness programs for the purpose of improving employee health and understanding of related subjects.

Creates and implements program assessments for the purpose of ensuring that health and wellness program objectives are met.

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the county to external individuals and/or organizations.

Prepares a variety of materials (e.g. reports, memos, letters, procedures, instructional and marketing pieces, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Reports program related assessment results for the purpose of providing the information needed to evaluate program performance and to create new and/or revised initiatives needed to meet objectives.

Responds to inquiries for the purpose of providing information and/or direction.

Serves as the liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating activities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Associate's degree in job related area.

AND

B. Two year of experience in related field.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of wellness programs and community health initiatives; county department operations including applicable laws and regulations; federal and state laws as they apply to personnel management practices; benefit costing procedures; basic computer operation.

Ability to communicate effectively, verbally and in writing; maintain quality work production while dealing with various deadline pressures; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:
None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)