

## SCHOOLDISTRICTOFSARASOTACOUNTY

### JOB DESCRIPTION

#### WELLNESS COORDINATOR

**SALARY SCHEDULE: ADMINISTRATIVE – J**

**COST CENTER:[HUMAN RESOURCES (9023)] FINANCIAL SERVICES (9038)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree [from an accredited educational institution in Community or Public Health, Health Education, Health Science, Nursing, Nutrition, Health or] in nursing, health, wellness or related fields
- (2) Minimum [T]three years experience in the development and delivery of employee wellness programs
- [(3) Current license if certified in health profession]
- [(4)] (3) Experience with data analysis [and grant writing]
- [(5)] (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, [as related to heart disease and stroke.] Demonstrated ability to design, implement,[ market] 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. [Knowledge of grant writing.]

**REPORTS TO:**

[Director, Human Resources] Supervisor, Risk Management

#### JOBGOAL

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

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) [Develop and conduct a health risk appraisal and employee interest survey of Sarasota County School Board employees] 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 [in a focused, district-wide, multi-disciplinary Wellness Steering Committee and the School Health Advisory Committee] on various Health and Wellness Committees throughout the District.
- \* (4) Work directly with individual schools and departments [to develop a multi-disciplinary team approach to a Comprehensive School Health Program, as designed by the Centers for Disease Control and Prevention] implement Wellness Programs.

**School Board Approved – January 8, 2008**

**WELLNESS COORDINATOR (Continued)**

- \* (5) Promote and assist with wellness screenings and flu shots for all employees, [to include an assessment of risk factors for heart disease and stroke and to develop an individual intervention plan].
- \* (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) [Collaborate with Human Resources, Pupil Support Services, Food and Nutrition Services, Physical Education, Facilities Services, Risk Management, and Security to promote a safe and healthy school and work environment for all employees] 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.
- \* (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.

**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. [This position is grant-funded for the period 1/1/08 – 6/30/10].

**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