

**NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: EMPLOYEE WELLNESS SPECIALIST

DEPARTMENT: HUMAN RESOURCES
REPORTS TO: DIR, HR & RISK MGMT

DATE: 01/2019
SAFETY SENSITIVE: NO
GRADE: 15

PURPOSE OF JOB:

Under the direction of the Director of Human Resources and Risk Management, the Employee Wellness Specialist leads and coordinates efforts to support Newton County Government's initiative to improve the health and wellness of its employees. The Employee Wellness Specialist will administer the County's Employee Wellness Program by creating awareness, motivation, and tools to help employees adapt and maintain a healthy lifestyle.

JOB RELATED REQUIREMENTS:

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by Newton County safe driving policy.

May be required to work on religious holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, develops, coordinates and evaluates a comprehensive employee wellness program directed toward reducing health risks and improving health status.
- Develops and maintains relationships with providers of wellness services and coordinates delivery of services to employees.
- Heightens the awareness of the factors that can affect health and longevity, encouraging employees to take increased responsibility for their health behaviors.
- Develops and maintains partnerships with external agencies and resources.
- Creates and facilitates wellness presentations and training programs.
- Develops promotion and publicity plans for the wellness program throughout the organization.
- Prepares and distributes internal news releases and articles on health topics and wellness program.
- Coordinates health fairs, health screenings and various health-related workshops.
- Compiles and analyzes statistical summaries of participant health and wellness activity data to ensure proper detailed program evaluation.
- Assembles data from a variety of sources for use in assessment and planning of wellness programs.
- Conducts surveys as needed; and consults with community agencies, advisory groups, task forces and the community agencies to coordinate, advise, and advance wellness program purposes and practices.
- Assists with program budget development and transactions; tracks associated costs and monitors monthly expenditures.

- Analyzes, interprets, and reports research findings and recommendations.
- Ensures the timely completion of assigned projects.
- Determines techniques and procedures for the improvement of health education activities.
- Provides data for long-term planning for the Employee Wellness Program.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Excellent written and oral communication skills.
- Ability to think critically and use strong analytical skills.
- Ability to develop and lead projects and facilitate teams.
- Knowledge of public health core functions and public health processes (assessment, development, assurances and evaluation), and familiarity with current public health topics.
- Advanced knowledge of state and federal employee wellness regulations.
- Demonstrated experience preparing information to present to groups, presenting to large and small audiences, and facilitating meetings.
- Previous experience and skills to develop and organize educational and publicity materials.
- Experience administering wellness programs.
- Modern knowledge of wellness programs principles and techniques for program expansion.
- Experience collecting, assembling, and analyzing data; preparing reports; and monitoring progress.
- Ability to work harmoniously with both internal and external stakeholders.

PREFERRED QUALIFICATIONS

- An associate's degree from an accredited college with major coursework in health education, health promotion, nutrition, physical education, or a related field.
- Three years of health/wellness programming experience and/or demonstrated competence in health wellness management is preferred.
- Associates degree
- Hold a nationally recognized certification in health and wellness.
- Previous experience moving strategies/ideas from conceptual to implementation and execution.
- Experience in grant writing and grant reporting processes.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal, accounting, and real estate terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.