

Water Authority Position Description

HEALTH & WELLNESS SPECIALIST

Status	Position Code	Level	Date
APPROVED	HWLS	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

ASSIST IN THE PLANNING, DEVELOPMENT, IMPLEMENTATION AND MONITORING OF COMPANY-WIDE TOTAL WELLNESS INITIATIVES. DEVELOP PROGRAMS THAT CREATE AWARENESS, MOTIVATION AND PROVIDES TOOLS TO EMPLOYEES THAT HELP THEM ADAPT AND MAINTAIN A WELL-ROUNDED HEALTHY LIFESTYLE. RESPONSIBLE FOR PROVIDING PLAN ADMINISTRATION, PARTICIPANT COMMUNICATIONS AND CUSTOMER SERVICE OF THE WATER AUTHORITY'S WELLNESS PROGRAMS.

MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSEWORK IN PHYSICAL FITNESS, PHYSICAL EDUCATION, HEALTH EDUCATION, NUTRITION, EXERCISE PHYSIOLOGY OR A RELATED FIELD AND TWO YEARS EXPERIENCE IN THE AREAS OF EMPLOYEE HEALTH, PHYSICAL FITNESS/EDUCATION OR A RELATED FIELD OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 CHES (CERTIFIED HEALTH EDUCATION SPECIALIST) CERTIFICATION PREFERRED.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. DEVELOP, COORDINATE, MANAGE, AND MAINTAIN COMPANY-WIDE WELLNESS PROGRAMS TO REDUCE HEALTH RISK, INJURIES MEDICAL COSTS AND ENCOURAGE HEALTHY LIFESTYLES.
2. DEVELOP AND PROVIDE A VARIETY OF TRAINING ACTIVITIES TO REDUCE HEALTH RISK AND INJURIES INCLUDING EDUCATING EMPLOYEES/PROGRAM PARTICIPANTS IN SMOKING CESSATION, DIABETES, ASTHMA AND WEIGHT MANAGEMENT, NUTRITION, INJURY PREVENTION AND FITNESS.
3. IMPLEMENT ON-SITE HEALTH CAMPAIGNS TARGETED TO HIGH RISK TOPICS (WEIGHT MANAGEMENT, STRESS MANAGEMENT, NUTRITIONAL AWARENESS, AND OTHER DIMENSIONS OF WELLNESS). PROMOTE WELLNESS AND SAFETY PROGRAM ACTIVITIES THROUGH USE OF MARKETING MATERIALS INCLUDING INTERNAL WEBSITES, PAMPHLETS, BROCHURES AND ARTICLES IN NEWSLETTERS.
4. DEVELOP A NETWORK OF RESOURCES AND "WELLNESS CHAMPIONS" TO HELP BUILD ENTHUSIASM AND FOCUS EFFORT. EXPLORE IDEAS AND OPPORTUNITIES TO PERSONALIZE THE PROGRAM TO INCREASE PARTICIPATION. WORK WITH CITY OF ALBUQUERQUE WELLNESS STAFF AND INSURANCE CARRIERS TO INCREASE PARTICIPATION IN LIFESTYLE MANAGEMENT PROGRAMS, INCREASE PREVENTATIVE SCREENINGS AND SIMILAR INITIATIVES.
5. ATTEND VARIOUS COMMITTEE MEETINGS AND LEAD THE WATER AUTHORITY HEALTH AND WELLNESS COMMITTEE.. COMMUNICATE GOALS AND OUTCOMES OF THE PROGRAM TO UPPER MANAGEMENT TO ENSURE THAT LEADERSHIP UNDERSTANDS AND SUPPORTS ALL INITIATIVES.
6. GATHER AND ANALYZE DATA TO MEASURE SUCCESS OF WELLNESS PROGRAMS AND INITIATIVES. COMPILE COMPREHENSIVE MONTHLY OBJECTIVES REPORT ON PARTICIPATION, PROGRAMS AND OUTCOMES. PREPARE ANNUAL COMPREHENSIVE REPORT THAT OUTLINES THE FINANCIAL IMPACT OF THE WELLNESS PROGRAM. PRIORITIZE PROGRAMS AND INTERVENTIONS BASED ON REPORTED DATA THAT WILL MAKE THE GREATEST IMPACT.
7. CONDUCT PHYSICAL FITNESS TESTS AND EVALUATIONS IN AN EFFORT TO IMPROVE THE HEALTH AND WELLNESS OF WATER AUTHORITY EMPLOYEES AND/OR PROGRAM PARTICIPANTS. PROVIDE BIOMETRIC TESTING, HEALTH COACHING AND HIGH RISK FOLLOW UP. MANAGE CHRONIC CONDITION COACHING REFERRALS.
8. RESPONSIBLE FOR A VARIETY OF SPECIAL PROJECTS RELATED TO HEALTH AND WELLNESS INCLUDING, BUT NOT LIMITED TO COORDINATING ANNUAL SAFETY/ WELLNESS EVENT AND ACTING AS EMCEE, COORDINATING HEALTHY FOOD CHOICES WITH VENDING MACHINE SUPPLIERS AND WORKING WITH ENGINEERS AT SITE LOCATIONS TO INSTALL GYM EQUIPMENT FOR EMPLOYEES USE.
9. SERVE AS A POINT OF CONTACT, IN AREA OF EXPERTISE, TO EMPLOYEES, COMMUNITY WELLNESS GROUPS AND LOCAL HEALTH PROFESSIONALS.

SUPPLEMENTAL FUNCTIONS

1. MAY PARTICIPATE IN PROFESSIONAL GROUP MEETINGS.
2. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF HEALTH AND WELLNESS. MAINTAIN AWARENESS OF HEALTH AND SAFETY REGULATIONS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A HEALTH AND WELLNESS PROGRAM
TRENDS AND BEST PRACTICES IN EMPLOYEE HEALTH AND WELLBEING
METHODS AND TECHNIQUES OF PROVIDING FITNESS ASSESSMENT AND EVALUATION
TRAINING METHODS AND TECHNIQUES FOR WORKPLACE INJURY REDUCTION INCLUDING
BACK INJURY PREVENTION, REPETITIVE MOTION DISORDERS AND RELATED
CONDITIONS
PRINCIPLES AND PRACTICES OF WORKPLACE ERGONOMICS
PRINCIPLES AND PROCEDURES OF DATA ANALYSIS AND RECORD KEEPING
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
EXPERIENCE WITH MICROSOFT WORD, EXCEL AND POWERPOINT

PREFERRED SKILL/ABILITY

CONDUCT TRAINING ACTIVITIES IN ASSIGNED AREAS INCLUDING BACK INJURY
PREVENTION AND RELATED PROGRAMS
INTEGRATE WELLNESS/FITNESS INITIATIVES INTO CULTURE AND ORGANIZATION
MISSION
COORDINATE HEALTH AWARENESS/FITNESS RELATED EVENTS
LEAD AND COORDINATE MULTIPLE PROJECTS AT ONE TIME UNDER TIGHT
DEADLINES
CONDUCT PHYSICAL FITNESS AND NUTRITIONAL ASSESSMENT AND
EVALUATIONS
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY AND PRACTICE ACTIVE LISTENING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH
THOSE CONTACTED IN THE COURSE OF WORK INCLUDING WATER AUTHORITY OFFICIALS
AND THE GENERAL PUBLIC PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR
WITHOUT REASONABLE ACCOMMODATION

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT. REQUIRES TRAVEL FROM SITE TO SITE.

PHYSICAL REQUIREMENTS

MODERATE OR LIGHT LIFTING, WALKING, STANDING AND SITTING FOR PROLONGED
PERIODS OF TIME.