

Employee Wellness Technician

Purpose Statement

The job of Employee Wellness Technician is done for the purpose/s of carrying out our Employee Wellness Program, helping to ensure the well-being and health of all of our employees.

This job reports to the Coordinator - Human Resources

Essential Functions

- Assist in the reporting of the overall wellness program for the purpose of giving information to the insurance committee and the human resources department to be able to assess the value of the Wellness program.
- Coordinate with individual location wellness specialists for the purpose of ensuring that all locations are receiving the information and benefits of the Wellness program.
- Plan and Carry-out monthly health and wellness challenges for all employees for the purpose of challenging all employees to improve their healthy habits in specific ways.
- Promote and attend community wellness events for the purpose of collaborating with other entities to increase our employees health and wellness information.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; meeting deadlines and schedules; and working with constant interruptions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, working as part of a team; and working with detailed information/data; have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt

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Director Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____