



CITY OF MEMPHIS
invites applications for the position of:

Wellness Coordinator- 1 Opening

SALARY: \$1,842.40 - \$2,819.20 Biweekly
\$47,902.40 - \$73,299.20 Annually

OPENING DATE: 08/17/16

CLOSING DATE: 08/26/16 11:59 PM

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS: Works under the direction of the Workplace Wellness and Safety Senior Manager to coordinate all aspects of health promotion programs and events including but not limited to health screenings, health fairs, wellness education events and training, nutritional programs, and related support activities to enhance employees' fitness, disease management, and well-being. Serves as primary contact for all health and productivity initiatives. Performs a variety of Wellness-related tasks and projects simultaneously within all levels of City Government and at various locations. Designs and executes integrated, comprehensive programs, both Participatory and Health- Contingent based, to improve the health and well-being of employees. Continuously fosters a culture of health for City of Memphis employees. Strategically plans Wellness events, initiatives, campaigns, and communications. Develops metrics and goals to assess Wellness programs. Develops and implements annual comprehensive wellness program for city employees, retirees, and their dependents including researching predominant health risk factors; conducting outreach activities and communication at multiple sites across the City requiring frequent travel; and coordinating with contracted vendors, health educators, and part-time staff. Monitors health biometrics, reports, and census data provided from third party health administrators for regular, outcome-based, program reporting, assessment, and predictive modeling to assist with program evaluation and strategic planning. Recommends changes in plan design and intervention programs for disease management, analyzes, prepares and delivers related reports. Assesses the wellness needs of employees and develops and coordinates health education campaigns that encourage weight reduction, exercise, and nutrition programs, i.e. healthy cafeteria/food choices, non-smoking, and walking areas. Recommends and implements fitness schedules and/or new wellness initiatives. Designs, schedules, and leads various wellness classes. Evaluates equipment needs and supplies in wellness center and coordinates purchase and repairs. Coordinates with related health initiatives (i.e., 3rd party vendors, Medical, EAP, food services, occupational health, etc.) to ensure that health and wellness initiatives are integrated throughout the organization. Provides leadership to the Wellness Committee, the wellness incentive programs, and other wellness activities. Leads exercise and fitness activities. Designs and executes a communication and marketing strategy for health and wellness programs and special events. Coordinates engagement of employees, retirees and dependents, fostering change to emphasize preventive health maintenance in the City of Memphis organizational culture. Utilizes creativity in developing program materials including promotional flyers, posters, etc.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL DEMANDS: Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment such as a personal computer and telephone.

Requires the ability to lead wellness classes, exercises, and fitness activities and demonstrate proper use and maintenance of exercise equipment.

TYPICAL WORKING CONDITIONS: Majority of work is performed in an office and in a fitness center environment including exposure to exercise equipment that can be potentially dangerous. Must be able to lift and carry objects such as exercise equipment weighing up to 30 pounds. Requires frequent travel

across the city to multiple employee locations to deliver health/wellness services.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a health science related field such as health education, health promotion, exercise science, or dietetics/nutrition and three (3) years' experience in coordinating corporate-based health promotion, wellness coaching, and wellness/fitness activities; or any combination of experience and training which enables one to perform the essential job functions. Must possess and maintain a valid driver license as a condition of continued employment. Must possess or obtain CPR and First Aid certifications within initial six (6) months of employment and maintain certifications as a condition of continued employment. Must be available to work extended hours early in the mornings and/or late in the afternoons as needed.

SPECIAL REQUIREMENTS:

PREFERRED QUALIFICATIONS: Certified Health Education Specialist (CHES) and Worksite Wellness certification or similar certifications preferred. Demonstrated excellent project, relationship management, and vendor management skills. Education and experience in the fields of nutrition and fitness. Familiarity with Health Contingent wellness design programs. Current knowledge and ability to stay abreast of regulatory requirements associated with health/wellness program design as required by HIPPA, ADA, PAACA the DOL, Treasure and HHS. Knowledge of medical diagnosis and disease intervention. Experience implementing a wellness program in a large organization and experience using computer and software skills, word processing, email systems, and website publishing skills to produce communications material.

The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of Employment. Proof of residence will be required at the time of hire.

Division: Human Resources

Service Center: Workplace Safety and Compliance

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmemphis.org/>

Position #2016-00225
WELLNESS COORDINATOR- 1 OPENING
AC

125 N. Main Street
Memphis, TN 38103
901-636-6509

Recruitment&Selection@memphistn.gov

Wellness Coordinator- 1 Opening Supplemental Questionnaire

- * 1. Do you have a Bachelors Degree in a health science field?
 - ☐ Yes
 - ☐ No
- * 2. Please enter the exact field of your Degree in the box below. If you do not have a degree, please enter N/A.
- * 3. Do you have at least three (3) years experience in coordinating corporate based health promotion, wellness coaching, and wellness/fitness activities?
 - ☐ Yes
 - ☐ No

* Required Question