

Everett Public Schools  
Human Resources  
Job Description

TITLE: Wellness Coordinator

REPORTS TO: Reports to Human Resources Director

WORK YEAR: Twelve months

SALARY: Professional and Technical Salary Schedule (Level E)

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**MINIMUM QUALIFICATIONS**

**Education and Experience**

~~Bachelor's degree or equivalent in health education and/or health promotion and at least 3-5 years' experience in workplace wellness program design, implementation and ongoing management of a comprehensive program which includes employee incentives. Experience in a multi-site organization is preferable and two years of increasingly responsible wellness experience; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.~~

**Required Knowledge, Skills and Abilities**

- Knowledge of ~~various wellness/fitness benefit programs~~ workplace health promotion.
- Knowledge of ~~Everett Public Schools benefit plans.~~
- Knowledge of HIPAA and other benefit laws and regulations.
- Knowledge and experience of current health and wellness management issues, trends and research
- Excellent written communication skills, including the ability to create clear, concise and accurate training and marketing materials, correspondence and narrative reports.
- Excellent verbal communication skills, including the ability to effectively and persuasively communicate with individuals, provide persuasive, credible educational presentations to groups and listen effectively.
- Excellent analytical skills, including the ability to identify problems, research and analyze issues from different perspectives, organize information, qualitatively and quantitatively measure program success, reach sound conclusions and work cooperatively with others to develop and implement effective solutions.
- Health education and promotion expertise, including successful design and presentation of programs that result in health-related lifestyle changes, related public relations and/or marketing skills and worksite wellness consultation.
- Skill in database programs, word processing, E-mail, internet and spreadsheet software applications such as Microsoft Word and Excel.
- Skill in obtaining, clarifying, and exchanging information.
- Ability to positively lead and motivate others, organize, delegate and work independently.
- Ability to maintain confidentiality.
- Ability to concentrate on details and be precise.
- Ability to establish, monitor and achieve goals, coordinate, organize and prioritize multiple projects simultaneously and achieve desired results.
- Ability to research and solve problems.
- Ability to work a flexible schedule.

- Ability to work as a team member.
- Ability to network with professionals and community agencies, developing working relationships with wellness “vendors” and external resources in clinic system communities.
- Ability and willingness to gain additional insight related to this position and to Everett Public Schools, and the Everett School Employee Benefit Trust
- Experience in fiscal management, problem solving, program development and public speaking.
- Commitment to excellence in customer service and other Everett Public Schools values, including sensitivity to and respect for confidential health information.
- Passion, dedication and commitment to the mission of Everett Public Schools.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Washington State driver’s license. Hold at least one of the following certifications: ~~Registered Nurse (RN), Licensed Practical Nurse (LPN), National Fitness Trainers Association (NFTA), National Association for Fitness Certification (NAFC), American Fitness Professionals & Associates (AFPA), American Council on Exercise (ACE).~~ **Certified Health Education Specialist (CHES) or Master Certified Health Education Specialist (MCHES). MPH (Masters in Public Health). Certificate in Health Promotion and Health Education (CHPHE). National Wellness Institute CWWWS, CWWPM. Applicant must have a minimum of 5 years experience in workplace health promotion.** Possession of, or ability to obtain, valid CPR and First Aid cards within three months.

### **WORKING CONDITIONS**

Office environment; experiences prolonged visual concentration and exposure to video display; required to deal with angry and distraught people; required to travel to district sites.

### **GENERAL SUMMARY**

This position assists the Director of Human Resources in the leadership, administration, development and management of the Trust sponsored wellness program, focusing on the improvement of employee health via awareness, education and behavior changes initiatives. The position also serves as an informational resource and provides employee assistance regarding both fitness and wellness concerns.

### **DUTIES AND RESPONSIBILITIES**

- Serves as contact person for district employees and dependents regarding wellness programs offered by the Everett School Employee Benefit Trust; responds to inquiries and disseminates fitness, nutrition, weight-loss, and wellness information to employees and dependents.
- **Designs and implements promotional and motivational wellness initiatives, manages incentives and coordinates wellness activities that include, but are not limited to, health screenings, educational seminars, health education classes, employee incentive programs, contests and newsletters**

- Provides education and direction to employees, performs background research; provides training and communicates with district staff, dependents, and various health and welfare vendors.
- Identifies key employee wellness problems and issues and suggests possible interventions.
- Organizes, communicates, implements, schedules, and evaluates building-based and district-wide fitness, nutrition, weight-loss, and wellness programs.
- Plan and market wellness activities that are responsive to employees needs and promote active participation.
- Maintains all related records, correspondence, and other documentation; prepares reports as assigned.
- Provides large group presentations to members and their dependents related to fitness and wellness.
- Oversight and management of Employee Wellness page on district website.
- Maintains working relationship with vendors to provide services related to employee wellness program.
- Represents Everett School Employee Benefit Trust and Everett Public Schools in meetings, as assigned; collaborates with other district staff in areas related to wellness, nutrition, weight-loss, benefits, and Everett School Employee Benefit Trust.

#### **OTHER JOB DUTIES**

- Attends wellness, insurance and benefits seminars, workshops and other in-service activities to maintain current knowledge of employee wellness, insurance and other benefit information and related laws and agreements; informs appropriate district personnel as directed; updates other skills as required for success in the position.
- Research and select outside vendors, presenters, etc.
- Regular attendance and presentations at Trust meetings.
- Chair the Wellness Committee.
- Performs related duties as assigned.

#### **EVALUATION**

The Wellness Coordinator will report to and be evaluated by the Director of Human Resources. The process shall include an evaluation of the performance of the above duties and responsibilities and the specific objectives that may be developed from time to time by the Director of Human Resources and the Wellness Coordinator.

#### **CLASSIFICATION HISTORY**

New position created 12/11/07-03/01/20

