

**ORANGE COUNTY SCHOOL DISTRICT
CLASS DESCRIPTION**

POSITION TITLE: WELLNESS PROGRAM COORDINATOR

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to perform program management for the district's Employee Wellness Program to include district-based duties associated with providing group-based prevention activities and education for all employees at various levels of interest and need. Employees in this classification function at an instructional capacity and perform a variety of duties including the publication of a monthly newsletter, the promotion of health related programs and planning annual training, wellness and insurance enrollment events.. Employees in this position also serve as a liaison between work site wellness representatives and the district wellness program. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner, representing OCPS in a positive light.

Coordinates and implements district wide health promotion activities including health fairs, mammography screenings, and other health related programs and screenings; prepares diagrams and flow charts for presentations.

Maintains social media sites and develops messaging to create visibility of the Employee Wellness Program.

Maintains and creates content for the internet and intranet sites for the Insurance Benefits department and the Employee Wellness Program.

Promotes and solicits donations for district wide health promotion activities; assists and volunteers for non-profit and for-profit community organizations.

Collaborates with insurance provider to research and order promotional items and related supplies as needed.

Writes and edits a district wide monthly newsletter devoted to wellness and insurance benefits.

Coordinates with area healthcare professionals, providers, and companies to research, identify, and implement new health promotion and prevention opportunities.

Collaborates with various insurance vendors providing benefits to district employees.

Processes ongoing verbal and written communication to wellness representatives and employees to answer questions and resolve problems.

Prepares, coordinates, and presents information to outside/external organizations and internal wellness representatives; presents educational programs to employees.

Prepares, coordinates, and presents annual wellness representative training.

Serves as a member of the district's School Health and Wellness Advisory Council.

Serves as a member of Florida's School District Employee Wellness group.

Implements tracking systems to evaluate effectiveness of programs; makes recommendations for improvement.

Implements measurement standards for evaluating achievable lifestyle behaviors.

Provide descriptive reports regarding wellness activities; supervises activities for work site wellness representatives.

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Monitors benefit opportunities for employees to insure compliance with benefit plan.

Serves as a liaison between employees and health care providers.

Answers the telephone; takes messages; provides information and assistance to district personnel and the outside public.

Receives and reviews letters, memos, and faxes for editing; edits and analyzes insurance forms and employee handbook; retains or forwards as appropriate.

Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a copy machine, adding machine, or fax.

Responsible for keeping up-to-date on current technology, as job appropriate, being used by OCPS. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

Performs related duties as directed.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with course work emphasis in wellness, health promotion, education or nutrition; supplemented by minimum three (3) years previous experience and/or training that includes program coordination/management, conducting large scale trainings, event planning, competency in social media platforms and technical programs for database management, form management, publishing and presentations, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.