

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Wellness & Safety Specialist

DEPARTMENT: Human Resources

E-PLAN
SG:E2-3
CS:N
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Oversees City of Bellingham health and wellness programs. Develops, plans, and implements programs based on evaluation of employee needs and trends. Tailors programs directly to work groups with the goal of promoting health, fitness, stress reduction, and reducing illness and injury, thereby affecting employee morale, productivity, absenteeism, and health care cost.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Benefits Manager. Work is performed under general supervision and the guidance of City policies and procedures. Assigns and oversees the work of interns and other extra help.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops an annual Wellness Program work plan; conducts needs assessments and program utilization evaluations; confers with medical benefits and workers' compensation program staff on health and safety issues and experience for which educational intervention may be productive. Maintains current knowledge of health status concerns of the general population likely to be present in the work force. Works independently with the support of the Wellness Committee to evaluate the effectiveness of an implemented program by collecting and analyzing data and feedback. Makes changes or discontinues programs that are no longer effective or no longer serve their intended purpose.
2. Organizes and facilitates the work of the Wellness Committee and others to assess employee workplace health promotion needs. Works with the committee to identify program activities to meet those needs. Works with department managers to tailor wellness promotions specific to their department needs.
3. Develops specific objectives and identifies appropriate educational activities to address health education issues. Utilizes a variety of in-house, community and health agency resources for carrying out the program activity.
4. Produces a variety of employee communication materials for internal electronic and paper dissemination, including promotional materials which encourage employee participation in program activities. Provides management and Human Resources (HR) staff with current information about program activities, especially those requiring promotion, cooperation, and assistance from managers or HR staff.

5. Develops and recommends an annual budget for the Wellness Program and administers the budget. Analyzes program expenses and makes recommendations to the Benefits Manager. Develops and maintains program participation records, statistics and other measures of program effectiveness.
6. Plans and structures the Annual Health Benefits Fair. Coordinates all aspects of the event, including venue location, date and time, attendance of health provider vendors, and flu shot providers. Coordinates event logistics and services, including technology and equipment needed to run the event, food, drinks and giveaways. Manages the budget to ensure event stays within guidelines. Responsible for event marketing to ensure good attendance.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Contemporary theory related to adult education and health behavior change.

Skill in:

- Program planning, coordinating, organizing, problem analysis, decision-making and evaluation skills.
- Oral communications and understanding of group dynamics for working with individuals and groups.
- Strong group presentation and facilitation skills.
- Creative and business writing skills for developing informational and marketing materials as well as routine correspondence and reports.
- Interpersonal skills and the ability to work with individuals from a variety of occupational, educational and motivational backgrounds using courtesy, tact, and sensitivity.
- Basic budgeting and financial administrative skills.

Ability to:

- Develop a working knowledge of and comfort with the City organization, staff functions, and employee groups for effective program development and implementation.
- Work effectively in a governmental labor-management environment.
- Develop and maintain orderly resource and reference libraries and file systems to ensure the safety and integrity of the resources.
- Utilize personal computer for correspondence, reports, and desktop publishing.
- Maintain strict maintenance of the confidentiality of personnel and program participant information of a personal nature.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Frequently participate in and model wellness and fitness activities;
 - Occasionally transport audiovisual and other equipment, as well as furniture, materials and supplies for program activities;
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently communicate accurate information and ideas with others;
 - Frequently transport objects weighing 10-25 pounds and infrequently to occasionally transport objects weighing up to 40 pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and in a variety of City work sites and recreational settings. Work involves frequent interaction with colleagues and vendors. This position requires minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in adult education, health education or related field.
- One year of experience in educational program development required. Educational program planning, organizing, and evaluation experience required.
- Program experience in health education or fitness related field preferred. Job experience in a large organization desirable.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Personal vehicle for job use (reimbursement for travel expense provided).
- Employment contingent upon passing a criminal background check.

PREPARED BY: K. Hanowell
4/92
9/02

REVIEWED BY: _____
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