

## **EMPLOYEE HEALTH AND WELLNESS MANAGER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Employee Health and Wellness Manager is responsible for implementing and administering a comprehensive health and wellness strategy for City of Mesa employees and their dependents. The position serves as the key interface between the City and contracted medical staff (On-Site Care) who provide primary care services at the City's Health and Wellness Center. Helps resolve service and operational concerns at the Wellness Center. Acts as the point of contact at the Wellness Center to better educate and assist employees in effectively managing chronic conditions. Develops, markets, promotes, and teaches chronic disease management classes to employees through Citywide outreach efforts and by directly advising employees that have been referred for disease management by Wellness Center healthcare providers. Develops, markets, promotes, and teaches Citywide health management/well-being programs and resources, including but not limited to: on-site or near-site health and wellness center education, lifestyle management programs, biometric/preventive or diagnostic screenings, preventive care, education, and disease management education. Monitors and tracks various metrics that show the effectiveness of wellness initiatives as well as Wellness Center services and is responsible for meeting key health and wellness objectives. Partners with Wellness Center operations/medical professionals, employee benefits administrators, worker's compensation/safety administrators, as well as other related vendors/providers to ensure fluid and appropriate wellness program offerings to the employee/dependent population. The incumbent will be responsible for communicating and supporting Citywide and/or department specific health and wellness programs and initiatives that engage and focus employees on healthy living practices, and creating a general wellness/medical prevention culture within the City.

The Employee Health and Wellness Manager will perform and utilize the following types of resources and tools to plan, promote, and execute employee health and wellness activities:

- Newsletters
- Wellness program calendar
- Health Fair and Benefits Open Enrollment activities
- Health education classes and seminars
- Coordinating on-line Health and Wellness library and tools from a variety of sources
- Scheduling and marketing biometric and preventive/wellness screenings
- Coordinating flu and other immunization services
- Promoting health related monthly national observances
- Wellness features on the City's intranet site

This classification will be responsible to perform other duties as required.

**Distinguishing Features:** This classification has been designated as non-classified, non-merit system, at-will position. An employee in this classification exercises considerable initiative with latitude for independent judgement. This class is supervised by the Human Resources Director. This class is FLSA exempt-professional.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in a health and wellness related field. At least three (3) years of experience in developing, marketing, teaching, and evaluating employee health and wellness programs.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must become certified as a Chronic Disease Self-Management Program (CDSMP) Leader through the Arizona Living Well Institute.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Nursing and licensed as a Registered Nurse in the State of Arizona, with at least three (3) years of experience working as a Registered Nurse that includes experience in chronic disease management.

## ESSENTIAL FUNCTIONS

The listed examples below do not include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Plans, implements, and facilitates activities and projects related to work place wellness, disease prevention, and healthy lifestyle programs including: health awareness and educational campaigns; behavior change programs; immunizations; health fairs; and health screenings. Facilitates individual and group behavior change programs including health improvement programs, one-on-one health coaching, and meeting presentations. Organizes wellness committees and provides guidance to wellness committee leaders to bring about productive meetings. Communicates and interfaces with third party wellness providers including medical professionals at employee health centers.

**Manual/Physical:** Operates a vehicle requiring a standard Arizona Driver's License to travel to work sites and health care facilities as needed. Operates a variety of standard office equipment such as a calculator, personal computer (PC), or laptop.

**Mental:** Continually evaluates program data to measure return on investment and identify opportunities to improve impact. Maintains accurate records and ensures confidentiality of data collected. Contributes to creating outcome focused management reports based on the identified business plan goals and objectives. Prioritizes own work daily.

### **Knowledge/Skills/Abilities:**

Knowledge of:

marketing and communication strategies;  
employee health and wellness programs;

employee wellness center operations;  
contract development and maintenance;  
Healthcare Reform and preventive healthcare wellness strategies;  
Health Insurance Portability and Accountability Act (HIPAA) laws and guidelines;  
basic financial record keeping and reporting;  
modern office methods, procedures, and equipment, including computer hardware and software applications; and  
research techniques and report preparation.

Skills in:

developing and maintaining employee health and wellness programs;  
public speaking; Microsoft Office suite of software at an intermediate or advanced level; and  
publishing and presentation software usage at an intermediate or advanced level.

Ability to:

exhibit a “champion” mentality that passionately supports the City’s health and wellness mission;  
perform extensive research, make independent analysis, and report findings;  
coordinate the development and implementation of relevant policies and procedures;  
retrieve data and design reports based upon user needs;  
maintain a high degree of accuracy in processing detailed statistical and financial data; and  
effectively interact and establish an excellent working relationship with employees and health and wellness center medical professionals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 62-200

PAY GRADE: 55

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