



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COORDINATOR III, WELLNESS PROGRAM**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs advanced-level work.

Wellness Coordinator will be responsible for the planning, development, implementation and monitoring of the County-Wide total wellbeing initiatives. Coordinator will be responsible for developing programs that create awareness, motivation and provides tools to employees that will help them adapt and maintain a well-rounded healthy lifestyle. Promotion of health and wellness programs include but not limited to fitness orientations and consultations, health screening and health risk assessments, organizing health fairs and coordinating other awareness events and motivational contests.

### **EXAMPLES OF WORK PERFORMED**

Must be passionate about wellness but be willing to assist in the Employee Benefits Division including assisting staff in the planning and execution of the open enrollment period, data entry, filing, responsible for inquiries, etc.

Responsible for developing, planning, marketing and executing county-wide wellness initiatives and programs. Examples: Organizing at least three health fairs per calendar year, organizing and promoting fitness activities such as 5K running teams and other county challenges to personalize the wellness program

Establish relationships with county departments and precincts to be involved in any event that has a wellness component. Example: Assisting WIC Program and TX A&M AgriLife Extension Service with the promotion of nutritional classes, health eating habits, and other relevant wellness activities, etc.

Assisting the county's insurance carriers in health awareness efforts to increase participation in lifestyle management programs using resources and tools available

Coordinates the planning and delivery of wellness programs and health awareness, educational campaigns, smoking cessation, and more through workshops, newsletters, website, etc. and other events with respect to benefits

Responsible for collecting and analyzing data to measure success on wellness program and initiatives.

Compile comprehensive monthly objectives report on participation, programs and outcome

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Motivate participants to set and reach health goals

Manage programs in accordance with operational, quality, safety and service standards

Perform any other duties as assigned

### **EXPERIENCE AND EDUCATION**

Bachelor's degree from an accredited college or university preferably in studies related to health and wellness field

Three (3) years of experience in Wellness Program Management

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to communicate clearly and effectively when dealing with County employees, Department Heads, and County Elected Officials

Must have strong written and verbal communication skills

Ability to work with minimum supervision

Ability to think strategically and establish strategies focused on the organization's vision

Under limited oversight, must be able to recommend policies and strategic goals

Displays the highest standards of personal and professional conduct.

Supports organizational ethical standards and values.

Ability to consult with departments and precincts to align efforts and reinforce a culture of wellness

Keep abreast of any changes to health and safety regulations with respect to government agencies

Ability to prioritize and handle multiple projects at one time under tight deadlines

Skills in program development, implementation, and marketing and promotion.

Strong attention to detail

Critical thinking skills

Must be able to travel: within the county and attend training's outside of the county

Excellent skills in all Microsoft Office Programs (i.e., Word, Power Point, Excel, Publisher, etc.)

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations