



Wellness Coordinator

Hanover County has a unique and exciting opportunity for an energetic and passionate professional to lead our comprehensive wellness program. The Wellness Coordinator will provide services and programs to school and government employees designed to reduce high risk health issues and engage employees in health management activities. The successful candidate will partner with our health insurance carrier and wellness provider to plan, implement and administer our wellness programs to include classes, promotional programs, speakers, seminars and health assessments promoting healthy lifestyles. The incumbent coordinates and attends annual biometric screenings for employees as part of the Wellness Incentive Program, and provides educational materials to promote healthy lifestyles within our employee population. The Wellness Coordinator will create a comprehensive calendar of health and wellness programs, develop promotional materials, and will compile statistical summaries of participant data to ensure proper program evaluation. The Wellness Coordinator also assists in the development of budget, policies and procedures relevant to the employee wellness program, and collaborates with leadership and Benefit Consultants to annually review and update the Wellness Strategic Plan.

Requirements for the position include considerable knowledge of health and wellness programs to include exercise, nutrition, and weight control; knowledge and understanding of how health claims and biometric results affect employee health; adult learning theory; and research on training related to wellness strategies. Demonstrated ability to plan, coordinate, implement and evaluate wellness programs, activities and effectiveness. Demonstrated ability to make decisions and work independently, plan and organize work; manage multiple projects simultaneously; to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with employees, vendors, and the public, required. Must know how to organize and prioritize work and meet deadlines. Computer literacy required.

Bachelor's degree in nursing, health, physical education, exercise science or related field required with at least two (2) years of progressively responsible experience in wellness programs with evidence of successful supervision and management experience – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Wellness program coordination in a county government or public school setting preferred.

Hiring range is \$57,500 to \$65,000 annually plus excellent benefits. For more information and to apply, please visit our career site at www.hanovercountyjobs.com or call 804-365-6489. (TDD # 365-6140). EOE/MFDV.