



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: MAY 10, 2019**

**CLOSING DATE: MAY 31, 2019**

**TITLE: WELLNESS COORDINATOR**

**GRADE: NB13**

**DEPARTMENT: HUMAN RESOURCES**

**BARGAINING UNIT: NON BARGAINING**

**ENTRY RATE: \$20.41 HOUR/ \$39,800.00 ANNUAL    HOURS PER WEEK: 37.50**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DEFINITION OF CLASS:**

Responsible for the planning, design, implementation, delivery and evaluation of comprehensive organization-wide health promotion programs (including but not limited to: fitness orientations and consultations, health screenings and health risk assessments, organizing health and fitness fairs, awareness events and motivational contests). Responsible for generating reports, including, but not limited to, wellness program tracking and utilization, risks changed and program analysis. Reports to the Director of Human Resources.

**DUTIES & RESPONSIBILITIES:**

- Facilitate the Wellness Committee and provide guidance and support to committee leaders on implementation of wellness efforts.
- Responsible for the coordination of a vast portfolio of employee wellness opportunities/activities County-wide
- Key driver of the Blue Zone workplace certification designation for Erie County government and continuously maintain the certification on an annual basis.
- Partner with Courthouse Café to offer healthy food options.
- Responsible for gathering and analyzing data to measure success on wellness programs and initiatives.
- Champion and drive employee participation of a minimum of 25% for all wellness programs
- Compile comprehensive monthly objectives report on participation, programs, and outcomes.
- Compile annual comprehensive report that outlines the financial impact of the wellness program.
- Responsible for policy research, development and advocacy for worksite best practices.

- Propose budget recommendations to Human Resources Manager in regards to wellness initiatives/programs.
- Manage the PCOMP grant submission annually by researching and providing recommendations for wellness related initiatives.
- Communicate goals and outcomes of the program to employees and management
- Work effectively with all levels of employees at various locations to achieve wellness goals.
- Coaches and collaborates with all Wellness Location Coordinators.
- Research, create and deliver wellness training programs.
- Perform other duties as assigned.

Performs other Human Resources-related work as required and assists in special projects as assigned by the Human Resources Manager and/or the Director of Human Resources.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job, initiative and creativity, attend to detail, work under pressure, and prioritize.

**KNOWLEDGE, SKILLS & ABILITIES:**

Strong interpersonal communication and customer service skills with the ability to motivate others, critical thinking, skills in program development, work independently and as a part of a team with enthusiasm, ability to communicate clearly and effectively with audiences at all levels in the county.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Bachelor's degree in a health related area (i.e., exercise science, health promotions, health education or related field) A minimum of three years of experience in the delivery and coordination of health based promotion programs, workplace wellness, personal coaching, health education or equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Current CPR certification preferred. CHES (Certified Health Education Specialist) certification or Registered Dietician/Nutritionist preferred.