

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

WELLNESS SPECIALIST

Required Qualifications:

- Bachelor's degree from an accredited educational institution in Business Management, Marketing, or related field and a minimum of three (3) years of experience in employee benefits OR Associate's degree in Business Management, Marketing or related field and a minimum of five (5) years of experience in employee benefits.

Desired Qualifications:

- Experience in the development and administration of wellness programs
- Strong customer service skills
- Experience with data analysis, grant writing and fund raising
- Presentations or public speaking experience

Performance Responsibilities:

- Develop and manage a District wide Wellness program
- Work directly with District office and school-based staff, groups and individuals to interpret and implement the District's Wellness Program
- Plan, develop and produce informational materials to support the District's Wellness Program
- Conduct ongoing needs assessment of the District's Wellness Program using claims data
- Develop, schedule and conduct wellness activities and campaigns
- Facilitate staff development and training programs on wellness
- Prepare and distribute the District's Wellness Newsletter
- Collaborate with Wellness Coordinators from the various insurance companies providing employee benefits to District employees
- Promote and assist with wellness screenings for all employees, to include a health risk assessment (HRA)
- Develop a tracking/accountability system to assess the effectiveness of employee wellness initiatives
- Collaborate with District benefit providers, Florida Department of Health and business partners
- Represent the District at community health related meetings and/or events
- Proactively research and acquire grant and other funding opportunities for health/wellness programs and initiatives for staff
- Oversee District fitness center
- Build relationships with site and district administration for increased participation in wellness programs
- Perform other duties as assigned by the Manager of Risk, Benefits and Compliance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Risk, Benefits and Compliance and/or designee

Evaluation:

Annual evaluation done by Manager of Risk, Benefits and Compliance and/or designee

Terms of Employment:

This position is grant and donation funded – term of employment will depend on funds being available

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

77310

Board Approved: 03/17/15

Revised: 12/01/20