

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WELLNESS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to implement and coordinate wellness programs for Rutherford County employees. Duties and responsibilities include providing education about various health and wellness issues; organizing Rutherford County's Biggest Loser program and annual Health Fair as well as other wellness programs; coordinating/conducting classes, distributing wellness newsletters to employees, and performing other duties as assigned. Reports to the Director of Risk Management and Insurance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops, implements, and monitors the effectiveness of wellness initiatives and programs to improve employee health and well being.

Establishes and maintains relationships with vendors, companies, organizations, and other groups to ensure an adequate supply of sponsors and volunteers for various wellness programs and initiatives.

Contacts, recruits, and maintains a database of eligible county employees and other individuals to participate in wellness programs.

Develops, prepares, collects, and presents information concerning nutrition, diet, food management, public health announcements, and other wellness related issues and initiatives to employees.

Develops, updates, and distributes wellness discount cards to eligible employees; maintains contact list of vendors, companies, organizations, and other related groups.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, payroll, inventory, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains wellness program website(s); updates website(s) to reflect current status of various wellness programs.

Maintains file system of departmental records and logs; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Communicates with supervisor, employees, volunteers, interpreters, other departments, medical providers, program participants, the public, schools/universities, outside agencies, and other individuals as needed to coordinate activities, review status of activities, exchange information, or resolve problems.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Monitors inventory of department equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, program guidelines, and nutritional information; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, recording messages, scheduling appointments, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or performing light housekeeping tasks.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Marketing, Health Education, Physical Education, Wellness and Exercise Science or closely related field; supplemented by one (1) year previous experience and/or training involving marketing, health education, training/educational techniques, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, temperature and noise extremes, traffic hazards, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 30 minutes Maximum Continuous Time: 5 minutes

2. SITTING

Estimated Total Hours: 5 - 8 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: For filing or inventory

Frequency: once or twice a month

5. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Often	As needed	<1 lb
21-36"				

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting		X
Computer Monitor Screen Glare		X

Inside Building	98 % of time
Outside	2 % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date