



JOB POSTING
Wellness Coordinator - Full Time - - December 1, 2016

Position Summary: In 2014, The City of Holyoke launched a worksite wellness program for municipal employees as part of a larger community health initiative funded through the Massachusetts Prevention and Wellness Trust. The goal of the program is to promote and implement healthy eating, physical activity, and smoking cessation programs for City of Holyoke employees. The Wellness Coordinator will continue the current work by implementing Holyoke's Municipal Worksite Wellness Program in collaboration with the Holyoke Health Center and other Healthy Holyoke Partners. **This position is grant funded until December 2017 and will depend on the continued availability of funding through the MA Department of Public Health Prevention and Wellness Trust Fund (PWTF) grant.**

Essential Functions:

Organize citywide health fairs, employee health screenings, and employee referrals to the YMCA and other partners. Coordinate wellness program designs focusing on lowering hypertension, obesity, and smoking rates. Oversee an employee incentive program that encourages employee participation and healthy behavior change. Facilitate program assistance from the City's group health insurance companies. Create and manage advertising and program communications. Serve on community health working groups. Lead the Wellness Committee. Manage and create budgets and work plans. *The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Experience required: At least two years of experience in health programming, promotion, coaching, education, or nutrition, or equivalent education.

Education, certification, or licensure preferred: Bachelor's degree in Health Management, Community Health, Health Education, Nutrition, Nursing or related field or equivalent experience.

Knowledge, skill, and abilities required: Skill in coordinating health and wellness programs and events, motivating others, public speaking, writing, planning, budgeting, and using Microsoft Office. Ability to work effectively with people of different cultures and socio-economic backgrounds. Ability to travel within the city of Holyoke as needed. Ability to establish effective working relationships with elected officials, city and school department heads, and community partners.

Knowledge, skill, and abilities preferred: Bilingual English-Spanish preferred.

Supervision: Works under the direction and supervision of the Personnel Administrator and the Prevention Wellness Trust Fund Project Manager.

Job Environment: Work is performed under typical office conditions. Operates telephone, computer, and other standard office equipment. Makes regular contacts with department heads and insurance companies.

Physical Requirements: While performing the duties of this job, the employee is frequently required to hear and speak; Work at a desk; Convey information to employees and the public; Move about inside the office to access file cabinets and office machines; Use a telephone and a computer; Lift and/or move objects weighing up to 20 pounds, such as supplies, folders, and books; View a computer screens for extended periods. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

Employment Status: Regular Employment **Fair Labor Standards Act (FLSA) Status:** Exempt (salaried)

Pay Rate: \$40,000 per year, paid biweekly **Employee Benefits:** City of Holyoke (Full Time)

Please send a letter and your resume by December 22, 2016 by email only (Personnel@Holyoke.org) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke, MA 01040. **The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**