

**GRADE: 11**

**DIVISION: Employee Resource & Development – Working for Balance**

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***POSITION SUMMARY:***

Primarily responsible for providing holistic wellness program support for the internal employee wellness program, Working for Balance (W4B) and external clients, such as employer groups and community events. Working as part of a team to develop, facilitate and evaluate wellness interventions for Tulsa Health Department employees and clients.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (100% of the time):***

1. Assists with the development, facilitation and evaluation of wellness interventions for internal and external wellness programs, such as health screenings, presentations, health coaching and wellness campaigns. Collaborates with other healthcare professionals as necessary to deliver program content.
2. Assists in the writing of program communications.
3. Writes and teaches wellness curriculum related to but not limited to: physical activity, nutrition, emotional and financial health and behavior change.
4. Health coaching – formally one on one, in a group setting, part of health screenings, presentations and wellness campaigns and impromptu situations as they occur.
5. Assist in the coordination and facilitation of health screenings to include but not limited to: fingerstick cholesterol and glucose screenings, blood pressure screening, BMI and result interpretation and review.
6. Maintains flow of process, participants, communications, and directives during events.
7. Participates in staff training events, W4B Wellness Committee and additional meetings as scheduled.
8. Responsible for ordering and maintaining Working for Balance equipment and supplies.
9. Offers referrals and directives to program participants.
10. Communicates effectively with Wellness Coordinator in a timely manner.
11. Upholds confidentiality agreements and guidelines set forth through HIPAA and Personal Health Information (PHI) guidelines.
12. Exhibits a professional manner and upholds specific standards set forth as an employee of the Tulsa City-County Health Department.
13. Works in conjunction with program staff and other health department programs as requested.
14. Gains understanding of the operations of the Tulsa Health Department and able to communicate programmatic services/offerings, mission and objectives to external entities.
15. Completes required training in support of duties and responsibilities of this position.
16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

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**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Requires a Bachelor's degree in health promotion or a health-related field.

**Experience:**

- Two years of experience working in health promotions, preferably with employer groups.
- Experience mentoring adults with high-risk health conditions and lifestyle behaviors is necessary.
- Experience working on a multidimensional team is necessary.

**Knowledge and Skills:**

- Well versed in evidenced-based wellness topics such as but not limited to: physical activity, nutrition, behavior change, lifestyle health, and coaching principles and best practices.
- Knowledge of best practices in corporate wellness.
- Ability to teach behaviors that promote wellness.
- Ability to use and apply techniques and theories; such as but not limited to: motivational interviewing, empathy and stages of changes.
- Excellent interpersonal, organizational and writing skills necessary.
- Excellent communication skills are required in communicating effectively with all levels of employees and participants.
- Efficient administrative and office management skills.
- Good grammar usage.
- Skilled in concentration, focus, and efficiency.
- Ability to coordinate and motivate individuals, teams and groups.
- Ability to work professionally with people of all levels with respect and ability to respond appropriately in a variety of complex situations.
- Ability to understand importance of role as a model for wellness.
- Must be able to uphold a large degree of confidentiality.

**Certifications:** Preferred but not required - NCCA accredited certification, such as from the American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM) or the American Councils on Exercise (ACE) or in the process of preparing to sit for the certification exam.

**Licenses:** Valid Oklahoma Driver's License.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with employees and management at all levels.
- External contact with business leaders and employees.

**PHYSICAL EFFORT:**

Must be able to lift materials, boxes of records and equipment weighing up to 25-30 pounds. Some stooping, bending and squatting may be required when retrieving files. Sitting for periods of time, up to 3 hours. Repetitive hand motions associated with using a computer, keyboard, mouse and telephone. Reaching: Ability to extend arm(s) up and out. Grasping/Fingering: Ability to hold objects by using fingers and hands, and ability to use fingers for operational needs such as typing. Visual acuity: Ability to perform activities that require close visual acuity such as analyzing data and figures.

**COGNITIVE EFFORT:**

Ability to consider situations while reacting rationally and professionally. Analyze data and communicate results of tests.

**SUPERVISORY RESPONSIBILITY/ ACCOUNTABILITY:**

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Reports to** – Wellness Coordinator

**WORKING CONDITIONS:**

Primarily works regular business hours. However, hours may fluctuate based on program needs. Must be able to travel to THD and external (local) employer locations. Must be flexible to meet the needs of various schedules and locations.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

**FLSA Status:** *Non-Exempt*