# Wellness Coordinator and Employee Engagement Specialist, RPT

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 07/24**

**Job Summary:**

Focuses on employee engagement and wellbeing through the development, delivery and marketing of employee wellness programs, develops and delivers employee orientation and employee onboarding; leads employee communication efforts on multiple engagement platforms; performs other duties as assigned.

**Essential Functions:**

* Develops, coordinates and promotes the county’s employee wellness program;
* Conducts employee new hire orientation providing a positive and comprehensive review of the variety of available employee offerings; coordinates with the Human Resources’ Assistant to ensure orientation materials are prepared;
* Provides direction to the Human Resources’ Assistant so that offers of health insurance are extended to eligible variable hour employees;
* Leads employee communication and outreach efforts through multiple platforms and through collaboration with individual departments;
* Leverages relationships with the county healthcare provider and consultants to develop employee wellness and communication initiatives and to maximize the use of health plan wellness credits;
* Coordinates new hire on boarding with supervisors to ensure warm handoff and appropriate new hire support;
* Serves as county representative with various community agencies, committees, and forums related to wellness and employee engagement;
* Responsible for the overall planning, coordination, and implementation of employee wellness events; provides program evaluation and recommendations;
* Maintains updated and effective content pages on the employee and the onboarding portals;
* Coordinates the annual employee wellness day event; including sponsorship, vendors, activities, promotions, and catering;
* Provides leadership to the Employee Wellness Committee; convenes sub-committees for special events when necessary;
* Seeks employee fitness and health resources in the community;
* Manages the annual United Way Campaign;
* Develops, monitors, and makes budget recommendations for employee wellness programs; oversees expenditures;
* Serves as a participant of the Employee Safety Committee;
* Assists in promoting safety and awareness through new hire orientation and employee communications;
* Manages files is accordance with approved department retention policies and practices; and;
* Performs other duties as assigned

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County government;
3. Ability to read and comprehend relevant documents associated with department operations;
4. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
5. Extensive knowledge of modern research and investigative techniques and procedures;
6. Ability to prepare and conduct relevant training related to County employees;
7. Ability to prioritize and multitask; ability to follow through with assigned tasks;
8. Ability to keep accurate records;
9. Ability to operate relevant computer systems, including hardware and software.
10. Ability to obtain and maintain notary certification within the next 3 months.

**Education and Experience:**

1. Associate’s Degree;

2. Three or more years of related experience;

3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires occasional demand for light physical effort including bending, twisting, pulling and reaching.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Work environment occasionally involves everyday risks or discomforts which require special safety precautions, e.g., working outside in all types of weather conditions and while driving a county vehicle.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date