Killeen Independent School District
Job Description

Job Title: Wellness Specialist
Reports To: Coordinator for Risk Management and Employee Benefits
FLSA Status: Exempt

SUMMARY
Develops, implements and maintains an on-going strategic health and wellness program and related initiatives for the District. Responsible for delivering prevention and lifestyle intervention services to employees to increase awareness and participation in healthy lifestyle changes, focusing on nutrition, weight management and physical activity through behavior modification.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Develops, implements and maintains an on-going health and wellness program that produces measurable results.

Evaluates the participation in and results of employee health, weight loss programs and other health improvement initiatives and recommends changes and enhancements to such programs to increase positive results.

Analyzes claims data to monitor and measure the effectiveness of the current overall wellness program and makes recommendations to change the current program based on trends observed through claims experience.

Maintains confidentiality of information.

Assists in drafting employee communications with respect to benefits and wellbeing programming to provide continuing education.

Recommends, develops and implements tracking tools to help employees track and assess their health improvement.

Serves as a health and wellness resource, by presenting information and leading discussions on health related topics in both group and one on one settings, including methods to assist employees with healthy lifestyles changes.

Designs and plans the distribution of informational and educational materials to promote and support health benefits and programs.

Builds and maintains effective, collaborative relationships with clinical programs and wellness networks in an effort to stay abreast of industry trends and new opportunities for the promotion of wellness.

Develops and maintains a trusted, visible presence within the District.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:
Master’s degree preferred, Bachelor’s degree in Health and Wellness or equivalent required with three or more years of related experience and/or training required.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and insurance representatives.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS
Knowledge of the selection, training, and supervision of personnel
Ability to implement policy and procedures
Ability to interpret data
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to develop and deliver training to adult learners

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel
Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.