



Houston Independent School District

Job Description

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| POSITION TITLE: Wellness Program Specialist | | CONTRACT LENGTH: 12M |
| DATE: June 28, 2022 | | DATE OF LAST REVISION: |
| JOB CODE: 30011976 | PAY GRADE: 28 | FLSA EXEMPTION STATUS: E |
| Job Family – Human Resources | | |

JOB SUMMARY

Under the direction of the Senior Manager Benefits - Medical Programs, the Wellness Program Specialist develops, coordinates, implements and evaluates the HISD employee wellness program with the goal of improving the overall wellbeing of employees while mitigating health plan costs. Position also provides assistance in the utilization and understanding of health benefits.

MAJOR DUTIES & RESPONSIBILITIES

| List most important duties first | |
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| 1. | Develops and manages the overall strategy for HISD Wellness for all types of employees to improve and maintain employee physical and mental wellbeing. |
| 2. | Plans and coordinates ongoing wellness education workshops, events, and/or programs on special interest topics to address holistic wellbeing and work/life balance for district employees. |
| 3. | Coordinates and hosts special wellness initiatives and events such as wellness fairs, biometric screenings, health campaigns, and wellness challenges including collaborating with various campuses/departments, health plan vendors and community partners. |
| 4. | Participates in vendor health plan strategy discussions to craft effective programs to optimize physical, financial, and emotional wellness. |
| 5. | Maintains accurate and up-to-date records, files, and statistics on employees participating in the wellness program. Compiles monthly statistics and presents to senior management. |
| 6. | Promotes Wellness program during New Employee Orientations, In-Services, Annual Enrollment sessions and other meetings. |
| 7. | Provides customer service to employees regarding benefits. Assists with answering questions, providing resources and timely follow up. Serves on the HISD Wellness committee and coordinates with Wellness Ambassadors to promote Wellness initiatives throughout the district. |
| 8. | Keeps abreast of current and developing trends in Wellness/Benefits in order to provide analysis and subject matter expertise. |
| 9. | Performs other job-related duties as assigned. |



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| EDUCATION Bachelor's Degree |
| WORK EXPERIENCE 3 to 5 years of experience in health-related field such as health education, health coaching, nutrition or organizational wellness. |
| TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION SAP, Microsoft Office Office equipment (e.g., computer, copier) Vehicles (e.g., automobile, truck, tractor, forklift) |
| LEADERSHIP RESPONSIBILITIES Work Leadership. Regularly provides project management or team leadership to a group of two or more employees, but does not have formal supervisory responsibility. Leading and directing is restricted to monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading. |
| WORK COMPLEXITY/INDEPENDENT JUDGMENT Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis. |
| BUDGET AUTHORITY Analyzes and interprets data and figures. |
| PROBLEM SOLVING Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas. |
| IMPACT OF DECISIONS Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term. |
| COMMUNICATION/INTERACTIONS Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers. |
| CUSTOMER RELATIONSHIPS Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines. |
| WORKING/ENVIRONMENTAL CONDITIONS Work involves some exposure to moderate risk of accident and requires following basic safety precautions. This position is based in the Hattie Mae White building however, will require travel to various campuses/buildings throughout the district for wellness sessions. |



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