



# GARLAND

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## **BENEFITS & WELLNESS COORDINATOR** **City of Garland**

### **Summary**

Responsible for promoting wellness and benefits through innovative programs and services with the ultimate goal of reducing health risks and stabilizing health care costs for the City of Garland.

### **Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*

1. Facilitate employee wellness initiatives, communications and outreach efforts to improve employee health and well-being, reduce high-risk behaviors and risk factors such as tobacco use, poor condition-management, poor nutrition and infrequent exercise.
2. Research, create and present wellness and benefits program information at various platforms including open enrollment, departmental meetings and new employee orientations.
3. Work closely with outside wellness vendors on providing wellness tools, education and resources to employees.
4. Evaluate programs on an ongoing basis and report effectiveness to the organization including key metrics related to established program targets.
5. Maintain, process and audit all records of participation, payroll deductions and other program related recordkeeping.
6. Plan employee health and wellness events including the annual Wellness Fair, Health Fair and departmental educational forums.
7. Work in partnership with internal departments, CityCare Clinic and external partners to foster collaboration on wellness, engagement and outreach.
8. Represent the City in various industry and community wellness committees and events.
9. Increase employee engagement through employee resource groups (Wellness Ambassadors), Safety Committee, surveys, etc. to reflect the changing needs and interests of employees.
10. In partnership with employee relations, manage accommodation requests, workstation assessments or referrals to outside agencies related to health and wellness.
11. Act as a change agent, both leading and personifying the City's commitment to health and wellness.

### **Minimum Qualifications**

- Two to Four-year college degree in Nutrition, Health & Wellness, Fitness & Recreation, Vocational Health, Education or related field
- 2 years experience in Healthcare, Wellness, Education or Organizational Development

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

### **Preferred Qualifications**

Education/ Experience:

- Bachelor's degree in Nutrition, Health, Wellness, Fitness & Recreation, Education or related field of study
- 3 years experience in wellness or healthcare outreach, education, fitness or related programs

**Knowledge, Skills & Abilities:**

- Intermediate knowledge of organizational development, vocational health or education principles
- Demonstrated project management skills with the ability to plan and lead multiple tasks and events on target and on budget
- Microsoft Office skills including PowerPoint, Excel, Access, Outlook and Word
- Excellent communication skills, verbally and in writing
- Ability to interact and establish positive working relationships with employees at all levels
- Ability to work independently and/or in a team environment
- Ability to market and gain buy-in for wellness and benefits programs to employees, including intermediate to expert level skills in developing flyers, brochures, etc.
- Ability to design, develop and deliver training classes and presentations to all levels of employees
- Ability to effectively communicate goals and objectives in a tactful manner
- Ability to maintain confidentiality in regards to employees' personal health information
- Ability to take on new responsibilities and generate new ideas
- Ability to analyze and evaluate a wellness program and reach sound, logical recommendations and conclusions

**Licenses and Certifications**

- Valid Class C Texas driver's license

**Physical Requirements / Work Environment**

The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards. Occasionally required to work outside regular business hours to conduct training at various locations.

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