



GARLAND

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BENEFITS & WELLNESS COORDINATOR

Do you enjoy promoting comprehensive benefits and wellness programs? The City of Garland Human Resources department is seeking a self-motivated, confident professional to coordinate and oversee the City's benefits and wellness programs through innovative strategies and services to improve employee awareness of their benefits programs and health/well-being and reduce health risks/stabilize health care costs. The Benefits & Wellness Coordinator will have the opportunity to engage with over 40 departments and coordinate initiatives with outside consultants, instructors and providers. The ideal candidate will have excellent interpersonal skills, be highly effective in establishing relationships and keep the workforce enthusiastic about benefits and wellness initiatives.

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. Research, create and continue Be Health Wise campaign communication efforts including newsletters, flyers, posters, booklets, etc.
2. Plan, and implement comprehensive wellness and benefits programs to improve employee health and well-being, to reduce high-risk behaviors and reduce health risk factors such as tobacco use, poor condition-management, poor nutrition and infrequent exercise.
3. Research, create and present wellness and benefits program information at various platforms including open enrollment and orientations.
4. Work closely with outside wellness vendors on providing wellness tools and resources to employees.
5. Plan, coordinate, and implement wellness and benefits related courses, teaching and/or arranging for contract course instructors as appropriate.
6. Evaluate programs on an ongoing basis and report effectiveness to the organization.
7. Monitor and maintain all records of participation including work clearance forms and attendance records.
8. Research employee needs and interests and reports results. Analyze, interpret and facilitate changes and/or additions to the programs and activities to reflect the changing needs of the employees.
9. Engage with employees on a daily basis using various media to promote, encourage and support healthy lifestyle behaviors.
10. Manage the wellness budget and assist in negotiation of contracts with outside consultants, instructors and providers. Process and submit costs proposals and invoices associated with wellness program initiatives to Benefits Manager.
11. Work in partnership with Public and Media Affairs, City's Health Advocate, and other CityCare Clinic employees.
12. Participate in various Garland community wellness committees and events.

Minimum Qualifications

- Four-year college degree in Business Administration, Marketing or related field
- 1 year experience in marketing

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 Business Administration, Marketing, or related field of study
- 1-3 years experience in wellness education or leading a wellness program

Knowledge, Skills & Abilities:

- Basic knowledge of health, benefits and wellness promotion principles
- Basic knowledge of significant Federal, State and local laws pertaining to Human Resources
- Comprehensive knowledge of wellness programs and similar employee programs
- Microsoft Office skills including Excel, Access, Outlook and Word
- Excellent communication skills, verbally and in writing
- Ability to market the wellness and benefits programs to employees and management
- Ability to prepare training classes and make presentations
- 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.

Apply online at: <https://external-garland.icims.com/jobs/5141/benefits-%26-wellness-coordinator/job>