

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: APRIL 24, 2013**  
**REVISED: MAY 29, 2013**  
**CLOSING DATE: JUNE 12, 2013**

**DEPARTMENT:** Health/Prevention

**POSITION:** Worksite Wellness Coordinator

**LOCATION:** Globe

**JOB CODE:** 13-046

**PART-TIME/20 HOURS PER WEEK**

**HOURLY SALARY:** \$15.81 PER HOUR

### **NATURE OF WORK**

The job of the Worksite Wellness Coordinator is to Collaborate with Worksites in Gila County to adopt policies that establish programs that will cultivate interest and encourage employees to create and maintain a healthy lifestyle.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and implement logic model outlining worksite wellness project design based on the evidence-based preventive health policy, system and environmental change (PSE).
- Increase coordination of efforts between community partners on health policy impacting; women's and children's health, prevention and early detection of the four leading causes of chronic disease death in Arizona.
- Provide support and resources to County partners.
- Increase opportunities for physical activity in the workplace
- Establish incentive programs rewarding and /or recognizing employee healthy behaviors
- Provide disease self-management classes to employees
- Identify training needs and schedule appropriate training
- Increase the number of employers which incorporate nationally recognized prevention health screenings within health plans
- Increase the number of employees which utilize prevention health screenings within employer health plans
- Increase policies and practices to support breastfeeding in the workplace
- Implement strategies identified within the Arizona Chronic Disease Prevention and Health Promotion (CDPHP) plan, and
- Participate in healthcare strategy sessions for program integration
- Update web page with meeting information, local training, links to resources

### **WORKING ENVIRONMENT:**

Work is performed in a standard office environment and in the field when promoting/delivering program services; must be capable of traveling to and from various work locations on a frequent basis to attend meetings; depending on area of assignment may be exposed to variable weather conditions and public health emergency situations; performing the job's functions require the following physical demands: carrying, pushing, and/or pulling; standing, walking, driving, and may require lifting up to 50 pounds.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D with at least five (5) years of policy and/or community health experience or any such combination of education, experience and training as may be acceptable to the hiring authority. Undergraduate degree in public health, public policy or related field is desirable. A Valid Arizona Driver's License. May require program specific licensing or certification; (Arizona Living Well Institute)

**Continue on back of page.....**

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of public health services; processes and standards for delivering health service programs; methods for identifying community health needs; processes for coordinating events that promote public health and well-being.

- Knowledge of health and wellness programming.
- Knowledge of industry researched best practices application and stays current with continuing education.
- Knowledge of and ability to use computers with Windows-based business software applications.
  - For example: Microsoft Word, Power Point, and Microsoft Publisher

**Skills in:** Performing a variety of community health functions in support of assigned programs and activities.

- Skill in oral and written communication, including the ability to draft, proof and construct professional documents and correspondence using contemporary business standards.
- Effective organizational skills including the ability to multitask and manage multiple projects at the same time and adaptability to changing priorities to meet demands of business.

**Ability to:** Provide health services to the community; deliver health information and education to the public; promote health programs and services; assess and identify community health requirements; assist with developing and implementing community health programs; prepare and maintain program documentation and records; track program income and expenditure; assist with identifying grant funding sources and applying for grants;

- Ability to complete regular program evaluations and utilization of reports
- Ability to champion all employer sponsored wellness efforts.
- Ability to establish and maintain effective working relations.
- Ability to travel, as needed.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.