



Wellness Program Coordinator

Job Description

Summary: The position of Wellness Program Coordinator is responsible for planning, organizing and promoting the department's health education programs. The focus is on targeted chronic diseases affecting various populations. Through the delivery of evidence based chronic disease interventions, the goals of the position are to assist participants to adopt healthy lifestyles, provide awareness of available health services and provide disease management skills.

Essential Duties and Responsibilities-include the following: These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, organize, coordinate and participate in the development, administration, and evaluation of health education and promotion programs.
- Promote health and wellness through the promotion and delivery of workshops.
- Plan, organize, coordinate and participate in the development, administration, and evaluation of health education and promotion programs that include but not limited to Wellness on Wheels program.
- Recommends and assists in the implementation of goals and objectives and develops sequence plans for providing health education programs.
- Distributes educational and informational materials on public health issues to target audience.
- Plans, participates and coordinates exhibits, conferences, forums and/or health fairs.
- Plans education programs with other staff and community entities to meet identified public health needs of specific target groups.
- Works in coordination with program volunteers to meet goals and objectives.
- Networks and builds partnerships with other professionals and organizations to strengthen our ability to educate the public and reach more people.
- Maintains cooperative working relationships with public agencies and coordinate health education program activities with those of other departments and outside agencies and organizations.
- Perform related duties as assigned.

Experience and Training:

- Bachelor's degree from an accredited college or university with major course work in Health, Education, Public Health, Communications, or related field or equivalent experience.
- Two years of experience working in progressively responsible position in health field or program coordination.

Minimum Knowledge and Ability:

- Ability to apply principles and practices of community health promotion programming, social marketing, evaluation, and coalition building.
- Ability to research public health issues including, but not limited to, wellness and preventive health care.
- Ability to assist with the coordination and implementation of assigned health education program.
- Ability to effectively communicate public health issues clearly and concisely, both verbal and in writing.
- Ability to communicate effectively with diverse population groups and maintain a high standard of professional conduct.
- Ability to establish and maintain cooperative working relationships with partner agencies.
- Knowledge of training and educational curriculum design, educational and program evaluation methodologies preferred.
- Knowledge of Healthcare and educational organizations' operations, health program planning and needs of underserved populations preferred.
- Knowledge of Microsoft Office software, i.e., WORD, Excel, Outlook, Access or other database preferred.

Working Conditions:

- Some travel required.
- Must be available to work some evenings and weekends.
- Driver's license and automobile, insurance as required by the State of Illinois.
- Employment background screening required.
- Fingerprinting screening required.