Position: Wellbeing Coordinator – Employee Health and Wellbeing

Location: STAR Campus, Health Sciences Complex and Carpenter Sports Building

Pay: $25 per hour

Context of the Job:
Under the Health and Wellbeing Manager, the coordinator is responsible for the planning, design, development, marketing, implementation, and evaluation of Employee Health and Wellbeing programs and initiatives, with the goal of effectively engaging employees in health improvement efforts to foster a culture of health at UD. The coordinator will provide unique and comprehensive programs encompassing a wide range of services to improve the health and wellbeing of the entire UD population. Efforts will include screenings, presentations, Wellbeing Ambassador initiatives, lunch and learn events, campus collaborative programs, and more. This person will collaborate with other departments working on health initiatives, manage large projects, ensure proper maintenance of participant data and program records, and report on program utilization and overall effectiveness.

Major Responsibilities:
- Ongoing administration of wellbeing programs, communications, large scale health behavior change campaigns, various health screenings in addition to other programming.
- Assist wellbeing professional team including full time staff, Graduate Assistants, and undergraduate interns assisting in the development and implementation of large scale health behavior change campaigns and other programming.
- Research, identify, support, propose and communicate policies and programs around work-life balance and wellness-related sustainability efforts, such as bicycle commuting and family involvement in health programs.
- Ongoing measure of outcomes, participation and participant satisfaction.
- Identify trends, both on and off campus, to develop or enhance programs to reflect employee needs.
- Works with consultants and vendors to provide health and wellbeing programs, continually bringing new thought programming.
- Responsible for creating internal communications and program visibility by developing and executing cutting edge internal and external health and wellness communications strategy using all available media such as online, print, email, and onsite training communications. Develop and monitor timelines for program strategy and goal achievement.
• Develop and conduct onsite health-related wellness seminars and training courses.
• Utilize behavior change methods (such as Motivational Interviewing) to encourage adoption of habits that are conducive to a higher quality of life, emphasizing preventative care.
• Facilitate support groups for employees who are pursuing similar wellness goals.
• Partner with UD’s STAR Health clinics to cross-refer employees based on their needs for services, including nutrition counseling, health coaching, or primary care.
• Collaborate with University faculty & staff to develop and deliver wellness workshops that address employee needs in all areas of wellness, including physical, financial, social, environmental, and spiritual wellness
• Coordinate the Health and Wellbeing Ambassador program
• Maintain accurate records and ensure confidentiality during any health programming.
• Provide reports on participation and program data for measurement of program goal achievement, outcomes, and results.

Qualifications:
• Bachelor degree in health promotion, public health, health policy, or related field. Master’s Preferred
• 3 or more years of related experience of program development and/or management in worksite wellness
• Ability to apply planning and project management skills in effective working partnerships across organizational lines.
• Effective oral/written communication skills, including group facilitation and presentation skills.
• Excellent interpersonal skills, including leadership, influencing and relationship-building across functions.
• A strong customer orientation.
• Skills in the use of computers, preferably in a PC, Windows, and the related applications and programs, including website management.

Special Requirements:
CPR and First Aid certification; Certified Health Education Specialist and/or Wellness Coaching certification preferred; National Personal Training certification preferred.

Resumes should be sent via email to Beth Finkle at the following email address:
efinkle@udel.edu