

UW HEALTH JOB DESCRIPTION

EMPLOYEE WELLBEING COORDINATOR

Job Code: 350021	FLSA Status: Exempt	Mgt. Approval: A. Mihm	Date: Feb 2019
Department: Employee Wellbeing 56790		HR Approval: A. King	Date: Feb 2019

JOB SUMMARY

Under the direction of the Employee Wellbeing Program Manager, the Employee Wellbeing Coordinator is responsible for designing, coordinating, administering and supporting all program deliverables for the diverse population of UW Health staff and physicians. To excel in this role, the incumbent must maintain expertise in employee health and wellbeing, practice innovative thinking and independently develop programs and initiatives based on evidence-based research to fulfill the initiatives of the UW Health strategic plan.

MAJOR RESPONSIBILITIES

- Build awareness and engagement in health and wellbeing strategies through effective programming through various platforms such as webinars, blogs, and podcasts
- Systematically track, evaluate and identify improvement opportunities driven by variable outcome measurements
- Collaborate with stakeholders to integrate a focus on cultural and environmental initiatives to provide UW Health staff and physicians with a healthy workplace
- Fulfill presentation requests with credible, evidence-driven content to meet participant needs
- Maintain a comprehensive awareness of evidence-based research in the domains of health and wellbeing including, but not limited to population health, behavior change theories, organizational culture and engagement theories
- Advocate for health promotion strategies utilizing policy, environment and system initiatives
- Train and assist Wellness Champions through quarterly meetings and consistent communication
- Assist employees to navigate disease management and health promotion resources throughout UW Health service lines (behavioral health, endocrine, cardiovascular, oncology, nutrition, etc)
- Interact and engage with local and regional health and wellbeing entities to facilitate an understanding of external programs available to UW Health staff and physicians

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Nursing, Nutrition, Exercise Science, Population Health, Health Promotion or related field
	Preferred	Master's Degree in Nursing, Nutrition, Exercise Science, Population Health, Health Promotion or related field
Work Experience	Minimum	2 years of program development experience in wellness, health care or related environment
	Preferred	
Licenses & Certifications	Minimum	BLS/CPR
	Preferred	AED and First Aid certifications
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite • Demonstrated skills in comprehensive program development, implementation and evaluation • Resourceful, detail-focused project management skills • Effective written and verbal communication skills • Internally motivated to excel both independently and as a team showing enthusiasm, initiative and creativity • Strong interpersonal, conceptual, strategic and visionary skills • Demonstrated ability to adapt wellbeing strategies for a diverse population • Readiness to engage in professional education and training

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)

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Preschool (4 – 5 years)	Middle Adult (41 – 65 years)			
School Age (6 – 12 years)	Older Adult (Over 65 years)			
JOB FUNCTIONS				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</td> <td style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</td> <td style="width: 25%; padding: 5px;">Constant 67%-100% of the time</td> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 10#</td> <td style="width: 25%; padding: 5px;">Negligible</td> <td style="width: 25%; padding: 5px;">Negligible</td> </tr> </table>	Up to 10#	Negligible	Negligible
Up to 10#	Negligible	Negligible		
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 20#</td> <td style="width: 25%; padding: 5px;">Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td> <td style="width: 25%; padding: 5px;">Negligible or constant push/pull of items of negligible weight</td> </tr> </table>	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
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Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">20-50#</td> <td style="width: 25%; padding: 5px;">10-25#</td> <td style="width: 25%; padding: 5px;">Negligible-10#</td> </tr> </table>	20-50#	10-25#	Negligible-10#
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Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">50-100#</td> <td style="width: 25%; padding: 5px;">25-50#</td> <td style="width: 25%; padding: 5px;">10-20#</td> </tr> </table>	50-100#	25-50#	10-20#
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Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Over 100#</td> <td style="width: 25%; padding: 5px;">Over 50#</td> <td style="width: 25%; padding: 5px;">Over 20#</td> </tr> </table>	Over 100#	Over 50#	Over 20#
Over 100#	Over 50#	Over 20#		
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.