



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8231  
Pay Grade: E01

FLSA: Exempt  
PTS

<b>EMPLOYEE WELLNESS SPECIALIST</b>
<b>REPORTS TO:</b> Coordinator, Employee Wellness
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Associate's degree from an accredited college or university in public health, physical education, nursing, wellness, or related field and three (3) years' employer wellness programming or related experience. Demonstrated knowledge and experience of the principles and practices of health and wellness promotion, health education and disease prevention /management. Demonstrated good skills in written, oral and motivational communication. Must be able to work independently and within a collaborative team environment. Possession of a valid state of Florida Class "E" driver's license.  Flexible schedule and local travel required. Ability to attend periodic evening and weekend sponsored wellness events.
<b>PREFERRED:</b> Bachelor's degree from an accredited college or university in public health, physical education, nursing, wellness, or related field and three (3) years' experience coordinating an employee wellness program for a large employer. Demonstrated skills in computer usage and social media.
<b>MAJOR FUNCTION</b>
The Employee Wellness Specialist is responsible for coordinating wellness programs and activities aligned to the district's employee wellness goals.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Assists the Employee Wellness Coordinator in aligning the department's mission and goals to the district's strategic wellness plan.</li><li>• Coordinates employee wellness programs focused on fitness, exercise, nutrition, and healthy lifestyles, including the disease management, flu shot program, and biometric screenings.</li><li>• Continually assesses the needs and interests of employees.</li><li>• Creates awareness and promotes participation by developing creative strategies that increase participation at both the district and school/worksite level.</li><li>• Facilitates educational programs in partnership with local health agencies, business partners and other available resources.</li><li>• Maintains appropriate, complete, and accurate records on all wellness programs and participation.</li><li>• Monitors effectiveness of programs, including return on investment results.</li><li>• Works with vendors to conduct training and provide written material as required.</li><li>• Develops communication tools and training programs regarding wellness and other health matters, including social media opportunities.</li><li>• Serves as a resource to management and schools on the Employee Wellness Champion program, Rewards program, and other district sponsored wellness programs and events.</li><li>• Participates in the District's Employee Wellness Committee, serving as secretary.</li><li>• Ensures the confidentiality of participant information in compliance with HIPAA standards and other regulations and policies.</li><li>• Performs other related duties as required.</li></ul>

## EMPLOYEE WELLNESS SPECIALIST

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 12/14/16 CH; BOARD APPROVED: 01/24/17

## EMPLOYEE WELLNESS SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Employee Wellness Specialist - PTS