

Personal Health and Wellness Manager

Job Code: U8739
Pay Grade: UE
Pay Scale: \$69,888.00-\$113,971.20 Annually
Exempt: Yes

OVERVIEW

Engage Sheriff's Office employees in healthy lifestyle habits and behaviors. Position works with agency employees and staff to ensure that employees are provided with the best medical care, education, and supportive programs.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Organize, perform, and oversee health screenings or other preventive services such as blood pressure, cholesterol screenings, flu vaccinations, etc.
- Perform medication and disease management, monitoring, and counseling.
- Plan, develop, implement, and evaluate health and wellness educational programs, presentations, materials, and services within the organization.
- Provide individual support or counseling in general health and wellness.
- May supervise staff in implementing health and wellness programs, objectives, and goals.
- Select and supervise contractors, such as event hosts or health, fitness, and wellness practitioners.
- Develop marketing campaigns to promote a healthy lifestyle or participation in fitness or wellness programs.
- Evaluate, interpret, and analyze insurance data and information obtained from other areas within the agency to develop programs that address specific needs of employees.
- Develop and maintain personal health and wellness education libraries to provide resources for employees.
- Oversee and monitor the Health Risk Assessment and incentive programs.
- Create and conduct surveys to determine interest in, or satisfaction with, programs and services.
- Develop working relationships with others to facilitate program activities
- Conduct special studies as directed by management.
- Maintain work related records and reports.
- Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of preventative and personal medical theory and practices.
- Considerable knowledge of general medical techniques and procedures.
- Considerable knowledge of sound principles and practices of business management.
- Considerable knowledge and experience in planning and coordinating diversified health and wellness programs and activities.
- Considerable knowledge of media production, communication and dissemination techniques and methods to include ways to inform via written, oral and visual media.
- Skill in applying medical treatment and/or procedures.
- Skill in utilizing administrative and analytical skill sets to evaluate claims and personal health data.

- Ability to develop and deliver targeted employee health initiatives and services, including but not limited to, programs addressing weight loss, nutrition and exercise, disease prevention and management, and medication maintenance.
- Ability to present ideas and recommendations clearly and concisely, both orally and in writing.
- Ability to respond appropriately in a variety of complex situations.
- Ability to establish and present presentations and training programs.
- Ability to perform a variety of tasks simultaneously.

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university with major in a health sciences field.
- Two years of experience in the development, delivery, and management of health and wellness programs.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A Master's Degree from an accredited college or university with a major in a health sciences field.
- Experience in a supervisory capacity.
- Experience in planning and providing health screening evaluations or other preventive medical services.