

HEALTH AND WELLNESS PROGRAM MANAGER

The City of Baltimore, Department of Human Resources (DHR) seeks a creative health and wellness professional; that is innovative, passionate and committed to wellness! Reporting to the Chief, Employee Benefits Division, this savvy health and wellness thought leader will be responsible for the City's remodeled wellness program leading and managing its diverse group of stakeholders. The selected professional will develop and implement new strategies and develop plans with the specific needs of the different stakeholder groups in mind.

Responsibilities include:

- Provide overall management and coordination of wellness programming for the City of Baltimore Wellness Program.
- Plan, design, and implement programs, projects and initiatives that address the City's top diagnosis; facilitate Wellness Program enhancements; target demographic challenge areas, and encourage employees to improve their overall health and wellbeing.
- Develop and implement strategies that meet the needs of the City's diverse group of stakeholders including elected officials, active employees, retirees, spouses, and family members;
- Must be keenly aware of Health Benefit and Wellness program bottom line; have a strong business sense and possess the ability to execute and deliver results despite known and unknown obstacles and challenges.
- Conduct listening sessions, and use other strategies to poll stakeholders involved to ensure they understand the motivations in the creation and development of the wellness programming.
- Develop wellness programs focused on tobacco cessation; nutrition; physical activity; and proven health behavior change theories such as; awareness, motivation, skill building and opportunity.
- Develop metric based programs that include goals using realistic measurable expectations.
- Coordinate with health benefit service partners to conceptualize and develop wellness programs, and education materials, and engagement initiatives to drive participation.
- Confer and consult with the Chief of the Employee Benefits Division, on wellness education program goals, objectives, effectiveness and strategies.
- Advise and educate stakeholders regarding available resources, programs and motivational techniques to promote positive behavior modifications that will ultimately lead to greater employee wellness.
- Develop and communicate incentive programs that promote, drive and increase employee participation in wellness program offerings.
- Supervise and manage professional staffs for the Wellness program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Possess strong computer skills (MS Word, Excel, PowerPoint, and Publisher)

Effective communication skills, strong oral and written presentation (narratives, proposals, newsletter) skills;

Ability to effectively manage staff and delegate responsibilities;

Understand and utilize spreadsheets to analyze progress against program objectives and to report on the effectiveness of new and existing programs;

Ability to remain current on industry advances; Changing technologies including new theories in health care trends, health benefit and wellness best practices; and to align and update existing programs and initiatives with advances.

Ability to work with a flexible schedule including some evenings and weekends;

Ability to travel to multiple points across the city;

Ability to assess and understand the City workforce, health challenges, and need for partnership with other agencies;

Possess knowledge and understanding of the principles and techniques of health and physical fitness education and wellness strategies;

Ability to design, establish and coordinate the activities and operations of an employee health education and physical fitness program;

Ability to establish and maintain effective working relationships with City employees, City officials, health education and physical fitness program providers and health insurance carriers;

Ability to write reports and maintain wellness counseling records;

QUALIFICATIONS: The ideal professional will possess a master degree from an accredited college or university in health science or public health education and ten (10) years of experience in handling the diversified wellness programs.

Candidates under final consideration will be required to authorize the release of criminal conviction information and drug and alcohol screening.

Please complete a Baltimore City online application at baltimorecity.gov.

City of Baltimore Is an Equal Opportunity Employer