



Position Description

Health Promotion Supervisor

Position: Health Promotion Supervisor
Department: Member Pooling Programs
Last Revised: July, 2016

Reports to: Employee Benefit Trust Manager
Program: Employee Benefit Trust
Position Type: Exempt

Position purpose

The purpose of this position is to supervise the health promotion program efforts of the AWC Employee Benefit Trust Total Health Management umbrella. The Trust health promotion efforts are designed to moderate health care utilization and health related costs. In pursuit of this goal, the incumbent works closely with staff to increase the ability of individuals to enhance their quality of life, employees to contribute to their workplace and cities to serve their communities.

Essential duties and responsibilities

- Develop the overall direction and strategic plan for the health promotion efforts of the program
- Supervise health promotion specialists/consultants
- Support the Board of Trustees and the Employee Benefits Advisory Committee (EBAC) by identifying and preparing agenda items including information, materials, and discussion points for meetings
- Manage the financial aspects of the health promotion program, including coordinating development of the annual budget, processing invoices for payment, and monitoring monthly financial reports
- Coordinate the annual work plan process with the health promotion team
- Review the current health promotion program mix and city needs, and make changes to maximize program effectiveness
- Develop and monitor program evaluation measures
- Develop, propose and evaluate wellness incentive models to encourage employer and employee/spouse engagement in wellness practices
- Maintain WellCity standards that reflect health promotion best practices for basis of awards program and employer incentive
- Identify training needs, evaluate and update strategies, design curriculum, and deliver training using a variety of modes including eLearning, social media, workshops, conferences and member site visits
- Plan and coordinate the annual Healthy Worksite Summit
- Manage vendor contracts for health promotion services
- Act as a consultant, providing technical assistance on workplace health promotion to member employers by phone, email and during site visits
- Review member wellness programs and offer recommendations to improve program effectiveness

Knowledge, skills, and abilities

- Maintain a basic knowledge of the AWC Trust benefit plans and the role the wellness program plays on the overall cost containment strategy of the Trust
- Knowledge of current trends and best practices in workplace health promotion



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- Proficient in Microsoft Office and have the ability to learn and use a wide variety of proprietary software
- Skilled at providing leadership, vision and direction for teams, while encouraging team members to explore creative approaches to completing tasks and improving processes and outcomes
- Knowledgeable in theory and application of project management techniques
- Knowledgeable in theory and application of marketing techniques
- Knowledgeable in theory and application of behavior change methods
- Knowledge of basic math, finance and accounting skills to develop budgets and monitor financial reports
- Ability to juggle competing demands between long-term projects and emergent needs
- Ability research, analyze information, and form recommendations
- Ability to work independently and as a member of a team
- Ability to model AWC's high standards for quality customer service to members
- Ability to train, supervise and empower a diverse group of volunteer wellness leaders
- Excellent verbal and written communication skills
- Professional appearance in dress and conduct for an office setting

Working conditions

The work is performed in an office setting and involves sitting for extended periods of time. There is a great deal of work on the computer, so there are repetitive motions of the fingers, wrists, and hands. Must be able to lift and carry equipment, supplies, laptop and luggage, load and unload vehicles. May be required to stoop, kneel, or stand for several hours at a time. Job incumbent will be expected to attend various events and therefore will be away from home several nights a year. Must be able to drive an AWC-provided vehicle, unaccompanied, to all corners of the state.

Employment requirements

- Bachelor's degree in health, education, or related field; Master's degree preferred
- 5 years' experience in worksite health promotion, project management or health related field, preferably in the public sector; 3 years in a management or supervisory role
- Valid Washington State driver's license