

Title: Wellness Coordinator	Effective Date: June 24, 2017	Grade: IX	Job Category: Admin. Support
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CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for coordinating wellness activities for the Department, as well as performing clerical duties in support of the Section.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Coordinate wellness programs, workshops, seminars, and meetings for Divisions/Districts.
- Assist in drafting employee communications with respect to benefits of wellness programming to provide continuing education.
- Lead special projects and initiatives.
- Understand and stay up-to-date on trends and best practices in employee health and wellness.
- Implement wellness-related activities for Department employees such as health screenings, lunch and learn seminars, blood drives, flu-shots, fitness classes, etc.
- Organize and develop reference library, visual aids, and other educational materials.
- Maintain reports and employee transcripts as required.
- Proofread materials.
- Coordinate with external health and wellness providers as necessary.
- Assist with the implementation of the Department's drug and alcohol policy.
- Assist management with special projects and reports.
- Prepare invoices, reports, memoranda, letters and other documents.
- Prepare out-of-state travel requests, secure airline reservations and hotel accommodations when requested.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Answer telephone, convey messages, and run errands.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Ability to interpret and apply Department policies and procedures. Excellent organizational skills and strong attention to detail. Strong sense of urgency and follow-through. Ability to effectively communicate verbally and in writing to employees and managers at all levels. Excellent customer service skills. Strong computer skills. Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

