

## **JOB DESCRIPTION**

**The overall purpose of the Bilingual-Wellness Education Coordinator is to plan, design, teach and evaluate the Wellness Education programs delivered to our patients and community partners. The primary focus varies with the needs of the organization but includes health coaching, education, and programming development to support healthy lifestyle change. In this position you will also be responsible for managing a patient population case load, data entry, program evaluation, updating curriculum and class lessons based on the needs of the patient/ program population. Must be able to maintain flexible schedules including evening and weekend work hours.**

## **RESPONSIBILITIES**

- Assist with planning, developing, and implementation of health coach and wellness education programs.
- Work one-on-one with patients, lead group coaching, teach and facilitate a variety of wellness programs on nutrition, disease management, and health.
- Collaborate with Church Health clinic regarding program implementation, evaluation, monitoring, data entry methods and procedures.
- Assess and monitor the needs of patients and program participants continually through initial and follow-up consultations in group and individual communication techniques (including in-person, group/classroom settings, electronic devices).
- Develop and implement procedures to ensure program compliance with federal regulations and state policies.
- Review and update wellness education materials for Church Health clinic patients and public dissemination that are literacy level appropriate and culturally sensitive.
- Provide consultation and technical assistance to Church Health clinic and local agencies in nutrition, health and disease prevention education and related areas.
- Collaborate with local and regional leaders, peers, ministries, and community partners.
- Active involvement in committees, task forces, and activities within Church Health.
- Other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's Degree in Wellness, Health Science or other related field from an accredited College or University is required. Master's Degree preferred.
- Three (3) years' experience working with worksite wellness programs or health education in a program based in community health/wellness and/or preventive medicine., with at least 2 years including some experience in program development and evaluation.
- Must be Bilingual.

## **SPECIAL SKILLS & KNOWLEDGE**

- Proficiency in Microsoft applications i.e., Excel, Word, and Power Point are strongly preferred.
- Strong knowledge of current disease epidemiology and high-level knowledge of health promotion theory and practices.
- Understanding and ability to demonstrate competency in the area of health communication and ability to work efficiently and effectively as a member of a team.
- Excellent analytical, verbal and written communication, organizational, and interpersonal skills.
- Possess strong ability in exercising good independent judgment, paying attention to details, prioritizing and handling multiple tasks and projects concurrently.