

Job Description

Job Title:	Wellness Program Manager
Job ID:	137300
Location:	Administration
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
Hiring Range: Annual Minimum to Midpoint:	\$70,366.40 - \$91,488.80

About Us

Harris Health is a nationally recognized health system comprising three teaching hospitals and an extensive network of ambulatory care centers serving the people of Harris County, Texas, since 1966. Staffed by the faculty, fellows and residents from two nationally ranked medical schools, Baylor College of Medicine and The University of Texas Health Science Center at Houston (UTHealth), Harris Health is the first healthcare system in Houston to receive the prestigious National Committee for Quality Assurance (NCQA) designation for its network of patient-centered medical homes.

Each year, Harris Health provides more than 1.8 million total outpatient visits through its more than 40 ambulatory care facilities. Additionally, Harris Health sees more than 177,000 emergency visits at its Level 1 and Level 3 trauma centers and 35,000 hospital admissions through its three hospitals: Ben Taub, LBJ and Quentin Mease.

Established by voter referendum to enhance the level of charity care available in the community, Harris Health System has often received national recognition for serving those in need and for its achievements in operational excellence, such as being named to the 2011, 2012, 2013 and 2014 Most Wired Hospitals lists by the American Hospital Association's *Hospitals & Health Networks magazine*.

Additionally, Harris Health System is pleased that each of its three hospitals — Ben Taub, Lyndon B. Johnson and Quentin Mease — achieved Pathway to Excellence™ designation by the American Nurses Credentialing Center.

Job Profile

The Wellness Program Manager will be responsible for the strategic development, implementation, evaluation and growth of the Employee Wellness Program and the oversight and management of the Employee Wellness and Employee Assistance Programs. Works hand in hand with internal business partners, external consultants and third party administrators to identify problems and propose solutions to maintain a safe and healthy workforce, while also addressing the health and wellbeing of our covered dependents and our retiree population. Facilitates the management and modification of all Wellness related programs and functions in accordance with HIPAA and PPACA standards and any applicable State and Federal laws. Effectively promotes and internally markets our Wellness programs to all levels of management within the organization by identifying targeted populations and needs assessments based on the health of our population by utilizing all available resources at their disposal. A strong focus on outcomes based metrics, scorecards, comparative benchmarking and best in class solutions will be needed to develop and manage a company-wide strategic plan that incorporates the well-being and productivity of our workforce and personal health of all health and welfare benefit plan participants.

QUALIFICATIONS:

- Bachelor's degree in health education, health promotion, wellness or related field is required. Master's degree preferred.
- CWPM (Certified Wellness Program Manager) and CHES (Certified Health Education Specialist) are required. CWPD (Certified Wellness Program Director) or MCHES (Master Certified Health Education Specialist) are preferred.
- Five (5) years of experience in corporate based health promotion programs in healthcare or related industry.

- Three (3) years of experience in management.

SPECIAL REQUIREMENTS:

- Excellent verbal/written skills, effective as a public speaker. Heavy Public Contact/ Writing /Composing/Correspondence/Reports
- Bilingual Skills Preferred but not required

Other Skills:

Analytical, Design, Mathematics, P.C., Research and Statistical

Work Schedule: Flexible, Travel

Other Requirements:

- Large employer work experience.
- Strong leadership, team management, interpersonal and customer service skills, including the ability to motivate and create change in others.
- Demonstrate experience in the areas of program development and implementation, data collection and analysis and outcomes reporting.
- Knowledge of health risks conditions, disease management, with a good understanding of exercise principles, nutrition and weight management.
- Knowledgeable with Best Practices in worksite Wellness.
- Demonstrates ability to manage multiple projects and staff under varying time constraints while meeting deadlines.
- Financial Management.

Benefits and EEOC

Harris Health System benefits program is designed to provide you with more flexibility and choices in meeting your specific needs. Harris Health System benefits program allows you to protect your income in case of illness, death and disability, and to help you save for retirement.

It is the policy of Harris Health System to provide equal opportunity for all applicants for employment regardless political affiliation, race, color, national origin, age, sex, religious creed or disability. Applicants may request any reasonable accommodation(s) to participate in the application process.