

Corporate Fitness Consultant

POSITION SCOPE: To provide a unique and comprehensive health and fitness program encompassing a wide range of services to improve the health and well-being of the entire employee population including wellness workshops, health screenings/assessments, wellness presentations, learn with lunch, and much more

DUTIES / RESPONSIBILITIES:

1. Enhances employee health & fitness awareness and promotes new initiatives by implementing a wide variety of health and wellness programs.
2. Facilitating changes and/or additions to programs as needed that reflect the changing needs of the employees.
3. Analyse employee health challenges using all available internal health care data such as health assessment results, claims utilization data, employee survey data, and other data as appropriate to create wellness programs or initiatives that meet the Company's needs, goals, and budget.
4. Translates identified health needs of the Company's employee population into creative, high-energy, high visibility solutions that improve employee engagement, health and productivity and reduce the Company's health care and workers compensation costs.
5. Develops, implements and maintains health promotion/wellness programs and events by benchmarking successful external programs and staying current with best practices to drive continuous improvement of employee health and decrease employer costs on a year over year basis.
6. Plans and coordinates annual Company wide health and safety fair, health screen assessments, biometric screenings (as applicable), internal physical activity challenges, external physical activity.
7. Plans and coordinates community service activities such the MS Bike Ride, Breast Cancer Walks, American Heart Association walks, etc. and other mental and financial programs targeted in the Company's health and wellness strategy.
8. Assists in the negotiation of vendor contracts and integrates into the wellness money and programs, offered by the health insurance carrier and analyse performance.
9. Works with consultants and vendors to analyse data and research trends on health and wellness, continually bringing new thought to wellness program management.
10. Responsible for creating internal communications and program visibility by developing and executing cutting edge internal and external health and wellness communications strategy using all available media such as online, print, email, and onsite training communications.
11. Integrates health and wellness into all Company events, projects, such as monthly meetings, annual picnic, intranet, etc.
12. Manages the financial impact and budget of programs and projects by assisting in the preparation of and maintaining the annual health and wellness budget.
13. Visits all Company locations to lead the registration and participation of employee groups in various Company sponsored employee wellness programs and initiatives.
14. Develops and delivers employee health education training where applicable. Provides logistical support to operational locations to facilitate implementation of wellness programs and initiatives.
15. Identify qualified field health educators to deliver portions of the interventions to the organization.
16. Maintain accurate records and ensure confidentiality of all data collected during the Health Risk Assessments on-site health screenings and health promotion activities.

Education/Experience

1. Strong verbal and written communication skills and the ability to influence across all employee levels and effectively make presentations to small or large groups of employees.
2. Ability to establish and maintain effective relationships with internal customers and external vendors.
3. Strong program management and change management skills and familiarity with a variety of event planning, program management, and employee health, wellness, and benefit administration concepts, practices, and procedures.
4. Ability to accomplish goals.
5. Ability to lead and direct the work of others with a wide degree of creativity and latitude is expected
6. Bachelor degree in HR, health promotion or related field required.
 - Three or more years related industry experience preferably in a health plan, health improvement or related environment or equivalent combination of education and experience. Other Knowledge,
7. Skills & Abilities:
 - Strong interpersonal and customer service skills including the ability to motivate others.
 - Ability to effectively organize and prioritize work demands in a dynamic, fast-paced environment.
 - Strong computer proficiency in Microsoft Office programs including at minimum: Word, PowerPoint and Outlook.
 - Strong computer proficiency in Excel; including charts, graphs, pivot tables, and sorting.
 - HTML proficiency.
 - Ability to work effectively with all levels of individuals both within the Company and vendor organizations.
 - Ability/Willingness to climb a mountain.