**Host Site:** *Scenic Bluffs Community Health Center*

**Position Title:** *AmeriCorps Community Wellness Specialist*

**Department:** *Operations*

**Reports To:** *Community Health Educator*

**Summary**

The Community Wellness Specialist will support the planning and implementation of Scenic Bluffs’ wellness goals and strategies. This position also involves evaluating and providing recommendations regarding health and wellness related initiatives, activities and community outreach efforts.

**Duties & Responsibilities**

* Support the implementation of internal and external employee wellness programs
* Participate in development of community wellness programming in Cashton and Norwalk
* Create and present after-school health presentations for elementary-age students in 3 school districts
* Support the creation of monthly health education newsletters for distribution
* Develop monthly health-related articles for internal and external promotion
* Teach chair-based senior exercise class
* Support the implementation of annual community 5K run/walk
* Represent Scenic Bluffs at area outreach events
* Provide other community health education as assigned
* Coordinate the management of the Scenic Bluffs Healthy Strides program
* Support Staffing Specialist in volunteer recruitment, orientation and tracking for the health center
* Deliver human growth and development presentations at area school districts
* Support health education through bi-weekly meeting with Community Health Educator
* Develop educational materials for patient education
* Participate in relevant team meetings
* Promote the mission, vision and values of the organization in all interactions
* Teach CPR and 1st Aid, if qualified
* Teach Fitness Classes, if qualified
* Report to work as scheduled

**Qualifications/Skills**

The individual must respect the confidentiality of patient information while performing job duties and establish and maintain effective working relationships with patients, employees and public. The individual must possess a strong knowledge of intake and registration process and insurance billing systems, knowledge of current insurance billing practices, problem solving skills and ability to work without constant supervision.

**Education and/or Experience**

The Community Wellness Specialist should have skills in planning and managing projects; effective listening and problem solving. The individual should have knowledge of health and wellness issues and be current on local and national initiatives. This position requires the ability to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data. The individual is required to work with a wide diversity of individuals and will need to be able to adapt to changing priorities. Strong communication skills with persons of various ages and backgrounds are necessary. The Community Wellness Specialist should be able to establish and maintain effective working relationships; meet deadlines and schedules, as well as provide direction to small groups and committees and work as a team. Background in group fitness, personal training or health coaching is a plus.

**Communication Skills**

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Bilingual skills (Spanish/English) are helpful, but not required. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

**Computer Skills**

The individual must possess the knowledge of Word, Publisher, Excel and PowerPoint, the basics of web design and social media platforms including Facebook and Twitter.