**United Methodist Homes – Hilltop Campus**

**Job Description**

**Job Title: Wellness Director**

**Department:** Wellness

**Reports To:** Executive Director

**FLSA Status:**  Non-exempt

**Prepared By:** Human Resources

**Prepared Date:** October 2006

**Summary** Directs, develops, coordinates, and oversees the planning and instructing of fitness plans for residents and employee members.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Hires, supervises, evaluates, trains, and directs Wellness Center staff

- Tests and evaluates new senior Wellness members

- Orients new staff Wellness members and creates appropriate individual training programs

- Advises injured staff on strengthening programs to prevent further injury

- Participates in new employee general orientation

- Updates weekly Wellness and Massage schedule

- Participates in Incident/Accident committee

- Requests physician approval for all senior Wellness applicants

- Coordinates with Skilled Nursing, Restorative Nursing Adult Care, Social Services and Physical Therapy to identify at risk residents and residents who would benefit from Wellness activities

- Prepares yearly budget for the Wellness Center

- Maintains and monitors Wellness Center equipment

- Chairs the Wellness Committee

- Oversees the coordination of Massage Therapist Services

**Supervisory Responsibilities**

Directly supervises Wellness Center employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

**Education and/or Experience**

One year certificate from college or technical school; or six months related technical experience and/or training; six months to one year supervisory experience; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents or employees.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of internet software, spreadsheet software, and word processing software.

**Certificates, Licenses, Registrations**

Certified Personal Trainer certification required. Emphasis on wellness among elderly populations preferred.

**Physical Demands** **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities require by this job include close and distance vision, and depth perception.

**Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions and vibrations. The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_