

Delaware Valley Health Trust Job Posting

Job Title: Wellness Program Coordinator

Location: Horsham, PA

Status: Full Time

Shift: Day

Supervisory: No

Travel: 50%

About the Organization:

The Delaware Valley Health Trust (DVHT) provides comprehensive health benefits to over 20,000 employees and dependents of public entities located throughout Pennsylvania and Delaware. DVHT is part of the Delaware Valley Municipal Management Association, which is a fast growing organization that also provides property and liability coverage and workers' compensation coverage to its municipal members via the Delaware Valley Insurance Trust and Delaware Valley Workers' Compensation Trust. Our offices are conveniently located in Horsham, PA. The Delaware Valley Trusts are distinguished by generally providing broader coverage and exemplary claims and member service, including a wide range of value-added benefits, workshops and training opportunities for employees of its members.

A key differentiator between DVHT and its commercial market competitors is its comprehensive Member Wellness Initiative, which provides programs, resources, education and incentives to its public entity members and enrollees to foster a health-conscious work environment and healthy lifestyle. DVHT believes comprehensive wellness programs positively impact the health and well-being of its enrollees and drive long-term health care cost stability for its membership.

Position Summary:

The Wellness Program Coordinator is charged with building a culture of health and wellness for DVHT's public entity members and their covered employees and dependents. The Wellness Program Coordinator will develop and communicate a strategic vision for wellness that motivates and engages. Through regular member communications and attendance at member worksite meetings and events throughout Pennsylvania and Delaware, the individual in this role will actively and passionately promote DVHT's wellness programs. The Wellness Program Coordinator will be responsible for collecting and analyzing data to evaluate the effectiveness of wellness programs and initiatives.

Essential Duties and Responsibilities of the Position:

- Develop and communicate a strategic vision for wellness that motivates and engages members and enrollees
- Engage members in making changes to policies, practices and worksite environments to increase healthy behaviors among employees for the long term, such as healthy eating and active living, which have the greatest impact on improving health.
- Promote and provide wellness education to members and enrollees through regular and creative communications and attendance at off-site meetings and events
- Schedule and coordinate events, including biometric screenings, health fairs, "lunch and learn" presentations, and flu shot clinics
- Construct evaluation metrics to determine return on investment and wellness program effectiveness/success; propose and implement adjustments/revisions as necessary

- Stay up-to-date on best practices and changing trends in the health promotion field and incorporate those into the Member Wellness Initiative
- Assist members with finding local hospital-based wellness programs
- Assist local "Wellness Ambassadors" in creating member-specific wellness campaigns
- Draft unique content for wellness newsletters, blogs and social media posts
- Review applications for Workplace Wellness Grant Program and correspond with applicants
- Oversee the processing of checks related to wellness programs and initiatives; assist with processing on an as-needed basis
- Participate in special projects as assigned
- Adhere to wellness budget, guidelines and restrictions
- Return all phone calls and e-mails promptly to ensure excellent customer service is provided to members and enrollees
- Positively interact with other team and staff members
- Regular, dependable attendance and punctuality

Qualifications:

- Bachelor's Degree in public health, nutrition, exercise/sports science, health education, health promotion or any other health-related field required
- One or more of the following certifications preferred:
 - Certified Worksite Wellness Program Manager (CWWPM), Certified Worksite Wellness Specialist (CWWS), ACSM's Physical Activity in Public Health Specialist (PAPHS), Certified Health Education Specialist (CHES)
- Marketing experience is desirable
- In-depth knowledge of disease and illness prevention and health promotion
- 5+ years of experience in designing, implementing and managing successful wellness programs for a large employer
- Exceptional written and verbal communication skills
- Ability to travel with overnight stays
- Ability to interact with members and colleagues in a professional, friendly and patient manner
- Strong analytical skills
- Strong computer skills (Microsoft Office, including Publisher and PowerPoint, is essential)
- Strong organizational skills and ability to multitask

Compensation and Benefits:

We offer a competitive salary commensurate with education and experience, along with a comprehensive benefits package including life, health, dental, vision, flexible spending accounts, defined benefit retirement plan, defined contribution retirement plan, generous paid time off, short and long-term disability coverage, tuition assistance and other training and professional development opportunities. Our office dress code is business casual.

Equal Opportunity Employer:

The Delaware Valley Trusts are committed to equal employment opportunity and compliance with all laws and regulations pertaining to it. Our policy is to provide employment, training, compensation, promotion, and other conditions or opportunities of employment, without regard to race, color, religion, age, sex, sexual orientation, transgender, national origin, disability, genetic information, veteran or marital status, or any other characteristic protected by law.

How to Apply: If you are interested in exploring this career opportunity, please submit a resume, cover letter and salary requirements to careers@dvit.com. Please include "Wellness Program Coordinator" in the email subject line.