HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Health and Wellness Coordinator

Job Code: U8739
Pay Grade: UG
Pay Scale: $78,116.93-$142,720.76 Annually
Exempt: Yes

OVERVIEW

Promote employee well-being through the coordination of wellness programs, educational initiatives, and health-related resources.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, develop, implement, and evaluate health and wellness programs, presentations, materials, and services across the organization.
- Promote physical, emotional, and mental well-being through activities, educational initiatives, and preventive services such as health screenings and flu vaccinations.
- Promote mental health awareness and support resources, including employee assistance programs (EAP) and stress reduction initiatives.
- Oversee and monitor wellness incentive programs.
- Develop marketing and educational materials, newsletters, and internal communications on health and wellness topics.
- Coordinate with vendors, fitness instructors, and health professionals to provide wellness services and presentations.
- Conduct surveys and gather feedback to assess interest, satisfaction, and effectiveness of wellness programs.
- Evaluate and interpret insurance or internal data to identify employee wellness needs.
- Develop relationships across departments to support wellness program implementation.
- Maintain accurate records and prepare reports on program participation, engagement, and outcomes.
- Maintain and update wellness resource libraries and reference materials for employees.
- May supervise staff and contractors supporting wellness initiatives.
- Conduct special studies or projects assigned by management.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of sound principles and practices of business management.
- Considerable knowledge and experience in planning and coordinating diversified health and wellness programs and activities.
- Considerable knowledge of media production, communication and dissemination techniques and methods to include ways to inform via written, oral and visual media.
- Knowledge of employee wellness practices and program coordination techniques.
- Ability to develop and deliver targeted employee health initiatives and services, including but not limited to, programs addressing weight loss, nutrition and exercise, disease prevention and management, and medication maintenance.
- Ability to present ideas and recommendations clearly and concisely, both orally and in

writing.
- Ability to respond appropriately in a variety of complex situations.
- Ability to establish and present presentations and training programs.
- Ability to handle confidential information professionally and in compliance with privacy regulations.
- Ability to collaborate with internal stakeholders and external service providers.
- Ability to perform a variety of tasks simultaneously.
- Ability to plan, organize, and promote engaging wellness events and campaigns.

SKILLS

- Data Analysis
- Microsoft Office
- Employee Wellness Programs
- Multitasking
- Event Planning
- Professional Presentation
- Health Education Promotion
- Time Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of experience coordinating, supporting, or promoting health and wellness programs, employee engagement activities, or related initiatives.

OR

- An associate degree from an accredited institution of higher education in public health, human services, communications, or a related field.
- Three years of experience coordinating, supporting, or promoting health and wellness programs, employee engagement activities, or related initiatives.

OR

- A bachelor’s degree from an accredited institution of higher education in public health, human services, communications, or a related field.
- Two years of experience coordinating, supporting, or promoting health and wellness programs, employee engagement activities, or related initiatives.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the

professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.

- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.