

Director of Organizational Wellness

Function of Job:

Under administrative review of designated USNH Administrator, direct and manage System-wide initiatives related to organizational wellness, including health promotion, employee assistance programs, counseling and training, and developing and implementing programs to promote leadership skills.

Characteristic Duties and Responsibilities:

1. Direct, design, implement, organize, administer, publicize and present work-site health promotion programs to USNH faculty and staff members on the four campuses, coordinating efforts with each campus health service, safety, HR office and/or related departments.
2. Coordinate the administration of Employee Assistance Program (EAP), including: evaluation of cost effective improvements in mental health care expenditures; acting as liaison between EAP provider and USNH; ~~to~~ negotiate contracts; disseminate information/services to each campus; coordinate training; and handle complaints and inquiries.
3. Design organizational wellness initiatives and serve as consultant to the building of a strategic and healthy organizational culture, either by working with groups or organizations.
4. Write and oversee various health and safety policies, including drug testing, workplace safety/violence issues.
5. Coordinate counseling, informational services and follow-up care to employees with serious health problems detected during an ELF program or health screening.
6. Supervise support staff, non-status instructors and student workers, as assigned.
7. Maintain professional knowledge in area of organizational wellness and health.
8. Develop and maintain professional affiliations, attend seminars, and maintain working knowledge of internal and external services or appropriate referrals.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Organizational Wellness, Health Education, or related field of health science and five years of experience in the area of employee health promotion/wellness, health education or public health.
2. Administrative and supervisory abilities.
3. Excellent interpersonal skills with ability to communicate effectively.
4. Ability to evaluate, design and research on-going and new health promotion programs and to determine impact on staff and cost effectiveness.

Additional Desirable Qualifications:

1. Doctorate in an appropriate area of specialization.
2. Certification as CEAP (Certified Employee Assistance Professional) or CHES (Certified Health Education Specialist).

8/3/2001

System Approval

12/4/2000

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised- Original approved 3/16/88 as "Coordinator of Health Promotion"; revised 4/27/92 as Manager –Health Promotion Program/
Employee Assistance