

# Employment Opportunities

EO-448

June 3, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

[www.leadingagewi.org/services-education/employment-opportunities](http://www.leadingagewi.org/services-education/employment-opportunities).

## **EO-1039 Wellness Coordinator – Wauwatosa, Wisconsin**

Position: Wellness Coordinator

### Summary

The incumbent is responsible for developing and providing structured health promotion/wellness and fitness programming within a Lutheran Home & Harwood Place (LHHP) rehab program, following LHHP guidelines and philosophies consistent with the position’s qualifications, professional practices, and ethical standards. The incumbent develops relationships with the residents/customers and staff to promote participation in wellness activities. The incumbent will also demonstrate accountability for and contribution to program development, quality improvement, problem solving and program flexibility.

### ESSENTIAL FUNCTIONS

Major Responsibilities	Measure
1. Fitness center	<ul style="list-style-type: none"> <li>Manage fitness center including opening and closing duties, equipment maintenance and repair, maintain attendance records and other duties that contribute to fitness center’s success</li> </ul>
2. Group exercise	<ul style="list-style-type: none"> <li>Lead safe and effective group exercise classes with a focused on maintaining optimal class attendance and maximal client fitness results</li> </ul>
3. Fitness screening	<ul style="list-style-type: none"> <li>Provide regular functional fitness screens, including a follow-up plan and report</li> </ul>
4. Events	<ul style="list-style-type: none"> <li>Coordinate with staff and the therapy staff to schedule events for the residents/customers including “tune-up” clinics, healthy learning lectures, health fairs, and other events as appropriate</li> </ul>
5. Analysis	<ul style="list-style-type: none"> <li>Complete statistical analysis, client reports, satisfaction surveys, “Smart Moves” certification plan, and other requested reports per specified frequencies</li> </ul>
6. Marketing	<ul style="list-style-type: none"> <li>Create and maintain marketing collaterals utilizing RHB’s approved templates for bulletin boards, flyers, newsletters, and other requested mediums</li> </ul>

7. Team meetings	<ul style="list-style-type: none"> <li>Participate in team business meetings and contribute to ideas/solutions in problem solving situations/activities regarding the program</li> </ul>
8. Training	<ul style="list-style-type: none"> <li>Conduct safe, effective, and goal oriented one-on-one fitness training sessions with community residents/clients</li> </ul>
9. Customer relations	<ul style="list-style-type: none"> <li>Contribute to customer relations and marketing activities including attending and participating as requested</li> </ul>
10. Orientation	<ul style="list-style-type: none"> <li>Participate in new resident/client orientations for marketing and orienting new programs and offerings</li> </ul>
11. Awareness	<ul style="list-style-type: none"> <li>Develop and present health awareness topics following LHHP guidelines and philosophies to residents/clients, family, and staff utilizing most effective delivery mode.</li> </ul>
12. Cross-training	<ul style="list-style-type: none"> <li>Function as a resource for team members and provide in-service/cross-training as needed related to health and fitness functions</li> </ul>
13. Process improvement	<ul style="list-style-type: none"> <li>Contribute to the development of improved efficiency and productivity of program clinical/administrative functions</li> </ul>
14. Programs	<ul style="list-style-type: none"> <li>Create and implement programs following LHHP guidelines and philosophies designed to grow interest and awareness of healthy behaviors</li> </ul>
15. Attendance	<ul style="list-style-type: none"> <li>Attendance is an essential requirement for this position</li> </ul>
16. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> <li>To be determined by supervisor</li> </ul>

## QUALIFICATIONS

Education	<ul style="list-style-type: none"> <li>Bachelor's degree required in exercise science, health promotion, kinesiology, or other related field</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience with older adults is preferred</li> <li>Personal training certification preferred</li> <li>Group exercise certification preferred</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>Create and instruct group exercise classes. Each class must be designed to incorporate participants of various fitness levels and participants with exercise/motion restrictions/limitations. (2-3 modifications for each exercise performed.). Classes may need to be taught on a beat and to music.</li> <li>Motivating and knowledgeable</li> <li>Efficient use of computers. At a minimum: Microsoft office.</li> <li>Understanding of behavior change models including Prochaska's stages of change</li> <li>Understanding of the dimensions of wellness</li> <li>Customer service focused</li> </ul>

## PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> <li>Ability to work at a consistent pace throughout the shift</li> <li>Adequate physical strength to perform duties of job</li> </ul>
Strength	<ul style="list-style-type: none"> <li>Frequent manual lifting, up to 35 lbs., depending on equipment available (20-30% of shift)</li> <li>Occasional manual lifting up to 50 lbs. (5-10% of shift)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Frequent pushing and pulling up to 50 lbs., depending on equipment available (20-30% of shift)</li> </ul>
Manual Dexterity	<ul style="list-style-type: none"> <li>▪ Sufficient manual dexterity to perform activities required under essential functions</li> <li>▪ Frequent light grasping and fine motor tasks (50-75%/shift)</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>▪ Ability to perform gross body coordination and hand-eye coordination tasks without instability</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>▪ Ability to sit, stand, bend, squat, lift and move frequently during working hours</li> <li>▪ Frequent standing (50-75%)</li> <li>▪ Occasional stair climbing and descending (20% of shift)</li> </ul>
Visual	<ul style="list-style-type: none"> <li>▪ Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>▪ Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met</li> </ul>
Speech	<ul style="list-style-type: none"> <li>▪ Must be able to speak and write the English language in an understandable manner</li> </ul>

#### LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> <li>▪ Treating others with dignity and understanding</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>▪ Working with integrity and pride</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>▪ Building meaningful relationships</li> </ul>
Creativity	<ul style="list-style-type: none"> <li>▪ Facing opportunities and challenges with imagination, flexibility and optimism</li> </ul>
Resident/Client/Customer Focused	<ul style="list-style-type: none"> <li>▪ Does whatever is necessary to meet the needs of the resident/client/customer</li> </ul>
Communicates Openly	<ul style="list-style-type: none"> <li>▪ Communicates with resident/clients, families and visitors in an appropriate and effective manner</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▪ Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)</li> </ul>
Unit/Department Teamwork	<ul style="list-style-type: none"> <li>▪ Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done</li> </ul>
On-line Education Compliance	<ul style="list-style-type: none"> <li>▪ Timely and successful completion of monthly on-line education</li> </ul>
Education Compliance	<ul style="list-style-type: none"> <li>▪ Timely and successful completion of mandatory in-service or competence assessments</li> </ul>

Attendance and Scheduling	<ul style="list-style-type: none"> <li>▪ Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures</li> </ul>
---------------------------	--

**STANDARD PRECAUTIONS**

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

**UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED**

- Must wear employee name badge
- Uniform required per dress code policy and as determined by department.
- 

**SUPERVISORY RELATIONSHIPS**

- Reports directly to the Manager – Recreational Therapy
- Supervises no one

Interested participants can apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101\\_000001&jobId=491501&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000001&jobId=491501&source=CC2&lang=en_US)