

PATHpoints Employee Wellness Champion

Updated: 8/25/09

Position Objective

The Wellness Champion is responsible for overseeing and coordinating the PATHpoints Program for the supervisory union to maximize employee participation in the program.

Essential Functions & Responsibilities:

- Understand all aspects of the current PATHpoints Program.
- Act as the PATHpoints Program spokes person, liaison and coordinator with all employees
- Promote employee participation in the PATHpoints Program through the Site-based Employee Wellness Coordinators.
- Communicate wellness information clearly, creatively and in a timely fashion to all employees as needed.
- Schedule and facilitate wellness meetings with school health team including all Site-based Employee Wellness Coordinators from each SU school/dept. for planning.
- Develop an action plan for use of matching funds using all available data and with input from school representatives, based on the Best Practice Manual.
- Develop, oversee and administer the PATHpoints budget, ensuring funds earned are distributed or spent as outlined in the approved action plan.
- Attend all VEHI regional technical assistance trainings and workshops for PATHpoint Champions.
- Provide VEHI with list of employees to verify employment prior to payment of all VEHI PATHpoints funds.
- Complete one page evaluation report for VEHI at the end of the fiscal year.

Supervision Received:

- Reports to and receives direction from the Assistant Director of Human Resources.

Qualifications, Knowledge & Skills:

- Understands and embraces the fundamental goals and objectives of the PATHpoints Program.
- Ability to communicate effectively verbally and in writing with all eligible employees.
- Ability to use creativity and enthusiasm to encourage initial enrollment and the ongoing participation of employees.
- Possesses appropriate technology skills to communicate electronically.
- Ability to work effectively with others to achieve program objectives.
- Ability to follow VEHI best practices in health promotion, leadership skills, meeting facilitation, as well as development and implementation of an action plan.
- Ability to attend all VEHI regional technical assistance trainings for PATHpoints Champions.

Working Conditions and Environment: Requires personal, reliable transportation with a valid driver's license. Personal transportation is necessary to attend meetings and training sessions.