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# Example of Wellness Consultant Job Description

Our innovative and growing company is looking to fill the role of wellness consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for wellness consultant

* Document communications with the client regarding purchased wellness services according to department best practices and procedures
* Ensure the unique needs of the client are understood and identify improvements needed to enhance business relationships, increase revenue, and exceed the client's expectations
* Assist the Compensation group with daily requests for non-exempt salary reviews from Talent Acquisition providing turnaround according to the business SLA
* Design and facilitate implementation of health and wellness programs for employer groups to reduce medical expense and improve employee health
* Research plan design, perform cost analysis, and work closely with benefit administrators to recommend programs and services that will support that goal
* Be a strategic business partner who works collaboratively with employer group administrators, health plan medical management and sales to coordinate programs and provide ongoing analysis of the effectiveness of those programs
* Be responsible for ongoing consultation regarding medical cost data, recommend programs and benefit designs to reduce cost, improve group retention and increase health plan membership
* Working under the direction of the regional Program Director for Employee Wellness & executive sponsors
* Leads strategic efforts & projects through concept, design, development, implementation, & evaluation phases to include analysis of value, effectiveness, & ROI
* Develops, prepares & presents communications to Sr Level Mgmt, Sponsors & Advisors in support of the Employee Wellness function

## Qualifications for wellness consultant

* Sound multi-functional stakeholder management and engagement abilities
* May require some traveling throughout the state
* Bilingual (English/Spanish) Level I
* Preferred training/certification as health educator/coach
* Bachelor’s degree with specialty in health promotion, wellness or a related field preferred or equivalent relevant work experience
* Minimum two years of experience in healthcare consulting, healthcare, health insurance, supporting a wellness program, personal fitness, dietary practices, or a related area is required