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# Example of Wellness Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of wellness consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for wellness consultant

* Identify annual employee wellness and care initiatives around needs, requests and suggestions from senior leadership and business unit management including HR management
* Develop and maintain a year-round approach to continuously promote all dimensions of PSECU Employee Wellness & Care Initiative ergonomics, nutrition, fitness rooms, EAP/Elder Care/Health Advocate, meditation room, mother nursing room, health assessment tools, financial literacy tools
* Administer the Corporate Wellness Plan and Incentives to include billing, communication and associated tools and events
* Effectively plan and evaluate employee wellness and care initiatives, to include budget, tools, goals and timetable for results and reports
* Leverage resources with existing service partners and benefit plan providers
* Coordinate and promote resources and programs at all locations to foster overall culture of wellbeing
* Assist in development and maintenance of Wellbeing intranet site and tools
* Collaborate and / or partner with appropriate business units to assess and anticipate employee wellness and care-related needs
* Resolve employee issues with operation of the wellness plan tools and/or wellness initiatives
* Maintain awareness of federal wellness regulations and their impact on bona-fide employer wellness plans

## Qualifications for wellness consultant

* Strong analytical and organizational skills with a great attention to detail
* Self-starter that demonstrates strong leadership qualities in difficult situations
* Proven resourcefulness and ability to find answers/solutions when information is not readily available
* Strong verbal/written communication skills and the ability to communicate effectively across various levels/functions of the organization
* Ability to manage special projects
* Certified Public Accountant and/or Certified Management Accountant license