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# Example of Wellness Specialist Job Description

Our company is looking for a wellness specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for wellness specialist

* Design and facilitate benefits educational training as needed
* Manage the content development and maintenance of the benefits website as needed
* Provides support to the benefits team during company-wide events, such as the annual open enrollment event, health fairs
* Develops and manages wellness related events and volunteer committee meetings to drive department goals
* Develops and teaches health curriculum and programs
* Collaborates with health related non-profit program staff to develop and execute partnership opportunities to increase overall engagement and interacts effectively with high-level corporate executives, community leaders and volunteers
* Manages social media and web content for Employee Wellness
* Bachelors degree in health education, health promotion, or related field preferred
* Screens for medical necessity for hospital laboratory/radiology services for all Medicare/Medicaid HMO eligible patients as mandated by Medicare
* Collection of point-of-service money and posting of co-pays, co-insurances, deductibles, and prior balances

## Qualifications for wellness specialist

* Provide professional development for CAPS staff in the areas of sexual assault prevention, relationship violence, and gender and sexuality
* Leads the development and implementation of fitness and / or recreation programs and events to include sports administration, special events management, recreation area management, marketing initiatives and data reporting
* Applies expert knowledge of policies, processes, industry practices, systems and / or equipment as it relates to fitness and recreation solutions
* Manages assigned operations, including cleanliness, safety and equipment maintenance
* Leads the development of fitness, health and wellness and incentive programs to help recruit and retain members in wellness and recreational events across the facility, group and/or enterprise
* Assists members with individual goal setting, program design and education, providing fitness counseling and individual evaluations following American College of Sports Medicine (ACSM) guidelines