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# Example of Wellness Specialist Job Description

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

## Responsibilities for wellness specialist

* Handle the creation and submission of annual DOT and FAA reports preparation and participation of audits as required
* Support and manage worker’s compensation cases in conjunction with the medical director and occupational nurse
* Manage the assessment of ongoing wellness programs such as the Sleep Apnea Program (SAP) the development and implementation of future wellness initiatives
* Drive wellness initiatives through monthly Safety Meetings
* Attend HR/Safety Wellness quarterly meetings
* Recommend changes and/or additions to programs that reflect the changing health risks of employees and their environment
* Meet department and company performance expectations
* Develop and deliver health and wellness education initiatives for student performing artists
* Collaborate with Residence Education, New Student & Family Programs, Student Activities, and the college’s first year experience course (LENS) to coordinate and assist in training and workshops for student leaders, clubs/organizations, affinity groups, and entering students as part of orientation on key health topics, including alcohol & other drugs, mental health and stress management, violence prevention, and injury prevention
* Facilitate alcohol and other drug psycho-educational groups to mandated students

## Qualifications for wellness specialist

* Coaches, mentors and provides expertise to fitness and recreation staff to ensure overall member satisfaction and facility performance
* Work Conditions The physical demands and work environment characteristics described here are representative of those required for the position
* Four or more years of demonstrated ability to plan, organize and execute facility-wide programs and projects
* Bachelor's degree in Wellness, Health, Fitness, Exercise Science or related area required or 4 additional years of directly related work experience in Health and Fitness in lieu of a degree
* Certificates and Designations - CPR/AED/First Aid certifications or ability to obtain within the first 45 days employment
* ACSM Certified Health Fitness Specialist or ability to obtain within the first 90 days of employment