Example of Wellness Specialist Job Description

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Our innovative and growing company is looking to fill the role of wellness specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for wellness specialist

- Maintain Health Savings Account (HSA) information and process HSA wellness incentive funds
- Audit HSA company match records for accuracy
- Maintain data on Health Reimbursement Accounts (HRA)
- Coordinate and participate in annual compliance and audit activities as needed
- Attend and participate in regular CAPS staff meetings, case conferences, and in-service training
- Participate in Student Affairs and/or other university committees, as assigned by the Executive Director
- Assisting with special events such as Health Fair, Poker Walks, (Including set up, staffing event tables, preparation and take down.)
- Responsible for the design, development and implementation of firm-wide HR communications with an emphasis on Total Rewards
- Serve as the lead writer/editor on all key HR content to produce HR communications for internal and external audiences
- Manage the overall HR communications strategy and timelines in consultation with HR Leadership, other HR partners and Marketing & Communications

Qualifications for wellness specialist

- Minimum of three years of benefits experience

- Provide intakes, crisis management, triage, daytime walk-in emergency service, and assume after-hours on-call responsibilities for daytime and evening emergency services
- Maintain clinical records and necessary statistics of psychotherapeutic and other client contacts in Titanium Electronic Record System
- Consult with psychiatrists in conjunction with prescribing and monitoring psychotropic medication for psychotherapy patients
- Consult with parents, physicians, faculty, academic deans, residence life staff, off-campus counseling services, other campus offices and students, when appropriate, and with appropriate authorization in order to provide quality care to students