

## Hernando County School Board Florida

FLSA: Exempt, Non-Union

### COORDINATOR OF RISK, BENEFITS AND WELLNESS

#### **Required Qualifications:**

- Bachelor's Degree in Business Administration or related field and a minimum of three (3) years experience in risk management and/or employee benefits/insurance OR Associate's Degree in Business Administration or related field and a minimum of five (5) years experience in risk management and/or employee benefits insurance
- Experience in the development and administration of wellness programs
- Experience in account reconciliations

#### **Desired Qualifications:**

- Strong customer service skills
- Experience with data analysis and fund raising
- Presentations or public speaking experience
- Basic knowledge of OSHA safety standard

#### **Performance Responsibilities:**

- Develop and manage a District wide Benefits and Wellness program
- Work directly with District office and school-based staff, groups and individuals to interpret and implement the District's Benefits and Wellness Program
- Plan, develop and produce informational materials to support the District's Benefits and Wellness Program
- Conduct ongoing needs assessment of the District's Wellness Program using claims data
- Develop, schedule and conduct wellness activities and campaigns
- Facilitate staff development and training programs on benefits and wellness
- Collaborate with Account Managers from the various insurance companies to provide benefit and wellness education and information to District employees
- Promote and assist with wellness screenings for all employees, to include a health risk assessment
- Collaborate with the group health plan to develop a tracking/accountability system to assess the effectiveness of employee wellness initiatives
- Represent the District at community health related meetings and/or events
- Proactively research and acquire grant and other funding opportunities for health/wellness programs and initiatives for staff
- Oversee District fitness center
- Build relationships with site and district administration for increased participation in wellness programs, benefit fairs and risk management at sites
- Survey, identify, analyze, and evaluate elements of risk in all phases of School Board operations
- Evaluate effectiveness of various means of risk protection
- Coordinate and schedule DOT and NON-DOT drug testing
- Perform constant reviews of losses to determine areas of loss and means of reduction to promote health and wellness
- Provide training on policies and procedures related to employee benefits and risk management to promote wellness

- Work with payroll to complete benefits audit on a regular basis
- Complete monthly receivables audit for direct benefit premium payments
- Assist with providing training on policies and procedures related to employee benefits and risk management
- Coordinate annual open enrollment for employee benefits
- Assist with Risk Management and Benefit Renewals
- Assist with workers' compensation and liability mediation preparation
- Act as a voting member of the Safe Driver Review Committee
- Serve as Secretary for the Insurance Committee
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Perform other duties as assigned by the Supervisor of Risk, Benefits and Wellness and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of Risk, Benefits and Wellness and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Risk, Benefits and Wellness and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

**Job Code:**

77318

Board Approved: Pending

