

WESTMINSTER VILLAGE
OCTOBER 30, 2018

POSITION: Wellness Coordinator
DEPARTMENT: WELLNESS
FLSA DESIGNATION: NON-EXEMPT
EMPLOYEE TYPE: FULL TIME (80 HOURS PPP)
UNION DESIGNATION: NON-ELIGIBLE

Summary:

The Wellness Coordinator will assist the Wellness Director with the wellness program for Independent, Assisted and Skilled care residents. Areas of focus will be in program design, group class instruction and documenting in all areas of exercise, wellness and senior health. The Wellness Coordinator will be responsible for the operation and evaluation of fitness and other wellness activities, maintain the fitness rooms and equipment, assure safety and cleanliness of fitness facility and promote active resident participation in appropriate exercise classes and wellness related activity programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist director in providing and coordinating wellness and exercise routines with residents while complying with company policies.
- Organize and implement progressive and safe exercise programs for individuals and groups; plan physical activity events; instruct individual and group exercise programs; and monitor results.
- Ensure the safety and proper progression of residents participating in the wellness program.
- Maintain activity records for wellness program in order to track participation and plan for further wellness services.
- Perform initial assessments and orientation for residents to actively participate in fitness programs and activities.
- Work closely with therapy partners to coordinate resident's post rehabilitation.
- Maintain HIPAA standards in regard to all medical or healthcare information pertaining to residents and employees as confidential.
- Work collaboratively with the Resident Service department to implement educational programming for residents.
- Encourage residents and employees to take an active part in various fitness and recreational programs.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to comply with HIPPA guidelines and regulations.
- Knowledge in all areas of fitness, strength training, wellness programming, and human anatomy
- Possess the personal training certification or obtain one upon hire.
- Ability to professionally interact and work well with residents, family members of residents, fellow employees and therapy partners.
- Obtain and maintain CPR, First Aid or other needed certifications when requested.

QUALIFICATIONS

College degree in area of exercise science, health and wellness, sports medicine, or related field preferred. Associates degree or certification in Exercise Science required. Experience in exercise training is preferred.

SELECTION PROCESS:

Please submit application or resume to be considered for position.