# Wellness and Safety Officer, RPT

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 5/22**

**Job Summary:**

Performs coordination of employee wellness programs at a professional level; responsible for assisting with the employee occupational health and safety programs in compliance with federal, state, and local regulation; performs other duties as assigned.

**Essential Functions:**

1. **Wellness**

* Coordinates and promotes the county’s employee wellness program; challenges, and events;
* Liaison with the county’s healthcare provider and employee assistance program related to wellness efforts and focus areas;
* Manages healthcare plan wellness credits to fully maximize the benefit available to employees;
* Manages the annual United Way Campaign;
* Serves as county representative with various community agencies, committees, and forums related to wellness;
* Promotes employee engagement in wellness; prepares and disseminates notifications, announcements, and surveys;
* Schedules and facilitates various healthcare screenings, clinics, and seminars;
* Tracks attendance and participation; maintains records; complies statistics and reports;
* Responsible for the overall planning, coordination, and implementation of employee wellness challenges and events; provides program evaluation and recommendations;
* Maintains updated and effective content pages on the employee portal;
* Coordinates the annual employee wellness day event; including sponsorship, vendors, activities, promotions, and catering;
* Provides leadership to the Employee Wellness Committee; convenes sub-committees for special events;
* Seeks employee fitness and health resources in the community; discount opportunities; solicitation for produce vendor;
* Develops, monitors, and makes budget recommendations for employee wellness programs; oversees expenditures;
* Assist with updating new hire orientation and on boarding in coordination with new software; conducts hourly new hire orientation;
* Assist with Affordable Care Act compliance by generating offers of health insurance coverage for eligible variable hour employees and recording any declination of coverage;
* Assists with administering ID Badges for employees to include contractors;

1. **Safety**

* Assist in promoting safety and awareness; prepares and disseminates notifications, announcements, and surveys;
* Assists in conducting and coordinating safety and OSHA required trainings; conducts Bloodborne Pathogen training; maintains tracking system and training schedule for employees;
* Serves as a participant of the Employee Safety Committee;
* Manages files is accordance with approved department retention policies and practices;
* Performs other duties as assigned

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Extensive knowledge of required safety and OSHA standards;
3. Ability to act as a representative of St. Mary’s County government;
4. Ability to read and comprehend relevant documents associated with department operations;
5. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
6. Extensive knowledge of modern research and investigative techniques and procedures;
7. Ability to prepare and conduct relevant training related to County employees;
8. CPR/AED/First Aid Instructor certification or ability to obtain in the first year;
9. Ability to prioritize and multitask; ability to follow through with assigned tasks;
10. Ability to keep accurate records;
11. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Associate’s Degree;

2. Three or more years of related experience;

3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Valid MD Driver’s License;
2. OSHA 30 Hour Certification or ability to obtain in the first year;
3. CPR/AED/First Aid/Bloodborne Pathogens Instructor certification or ability to obtain in the first year.

**Physical and Environmental Conditions:**

Work requires occasional demand for light physical effort including bending, twisting, pulling and reaching.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Work environment occasionally involves everyday risks or discomforts which require special safety precautions, e.g., working outside in all types of weather conditions and while driving a county vehicle.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date