

## UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF OCCUPATIONAL WELLNESS SPECIALIST

### ❖ **About UC Riverside:**

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

### ❖ **About Human Resources:**

The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

### ❖ **Essential Functions:**

Under the general supervision of the Workplace Health & Wellness Program Manager, the Occupational Wellness Specialist will collaborate with the UCR Workplace Health & Wellness Unit (Wellness, Ergonomics, Workers' Compensation, Disability Management) and Recreation Services to design and develop a comprehensive occupational wellness program as part of the larger system wide initiative to reduce injuries in the workplace. The position will manage and implement all processes and procedures developed system wide and design and develop all related campus action plans and forms used to provide for an efficient workflow, status documentation, and outcomes.

#### **Key Responsibilities Include:**

- Collaborate with Workers' Compensation/Sedgwick to identify eligible candidates for the program, based on claim/injury history and other predetermined criteria (i.e. job duties, potential high risk, etc.).
- Work closely with the Recreation Center's Occupational Wellness Coordinator to manage all referrals into the program and participate in follow-up meetings and activities.
- Work with participants to assess current health, injury status and history, essential job functions, review biometric/fitness assessment data, and determine participant's readiness to change health risk behaviors and ability to participate in the program(s).
- Coordinate referral process to all programs: Recreation Center, Wellness Programs, Nutrition/Dietician consultation, EH&S, Ergonomics, Disability Management, EAP, etc. resulting in a personalized "Wellness Action Plan" designed to improve participants' overall health.
- Coordinate and track all referrals, appointments, and monitor progress and follow-up.
- Design and implement additional wellness/health improvement programs and services to enhance existing program. Additional programs would provide opportunities for referring employees to participate at multiple entry points throughout the year. Examples include: additional behavior change programs, condition management, smoking cessation, and individual wellness consultations.
- Develop and implement marketing strategies to promote program and increase employee engagement and motivation.
- Track all wellness program participation/attendance and outcomes for reporting.
- Ensure occupational health clinics are completing all required forms and comply with established processes and workflow.
- Manage financial aspects (i.e. billing) between Recreation, Wellness, Occupational Health, Registered Dieticians and Workers' Compensation/Sedgwick.

**Key Responsibilities Continued:**

- Capture and input required metrics into program outcomes database.
- Ensure that all forms and data collected are handled in a confidential manager and all paperwork and processes are HIPAA compliant.
- Provide reporting on program / participant outcomes as required by UCOP.
- Attend meetings, trainings and other activities related to the program, both at the local level and system wide.

**❖ Minimum Requirements:**

- Bachelor's degree with a major in a health related field (e.g., health promotion, exercise science) or related field and 2-4 years of experience in developing, implementing and evaluating wellness/health improvement programs and processes
- Demonstrated skill and proficiency in assessing employee health and injury status and providing a recommended plan of action
- Working knowledge of workers' compensation and occupational health and safety
- Excellent communication and public speaking skills
- Excellent organizational and prioritizing skills
- Excellent judgment and decision-making skills within a complex organizational setting
- Demonstrated ability to work effectively and collaboratively in teams, and with a diverse population of faculty, staff, community partners and vendors
- Excellent computer literacy skills, with demonstrated skills in Microsoft Word, Excel, PowerPoint, and Outlook

**❖ Preferred Qualifications:**

- Master's degree in public health (MPH), health promotion, exercise physiology or other related graduate degree
- Ability to communicate in Spanish
- Experience in higher education or public sector

**❖ Conditions of Employment:**

This is a **full-time career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. A valid California driver license is required. The budgeted annual starting salary range for this position is **\$40,159 - \$50,695**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

**❖ Benefits of Belonging:**

We offer a comprehensive compensation and benefits package. For information about our generous *employee* benefits package, please visit our website At Your Service:

[http://atyourservice.ucop.edu/employees/new\\_employee/orientation.html](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

**❖ Application Instructions:**

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Occupational Wellness Specialist position number is **201201252624**.

**❖ Filing Date:** 02/03/2012 – 02/16/2012