

NOTICE

There is a job vacancy in the **BAY COUNTY PERSONNEL AND BENEFITS OFFICE.**

JOB TITLE: Employee Health Educator/Analyst

RATE OF PAY: \$1,524.80/biweekly entry, progressing to \$1,751.20/biweekly after 3 years (PB06)

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered.

General Summary:

Reports directly to Benefits Supervisor, indirectly to Personnel Director. This position is key in driving two goals: (1) increasing the overall health and wellness of employees and their families through education and support and (2) curbing the ever-increasing cost to the County and to employees of providing quality health care by implementing quality control systems and eliminating waste.

1. Provide education to employees and their families.

- Work with health care vendors and third party administrator to suggest cost effective prescription coverage.
- Monthly newsletter to employees (email) to provide tips and wellness information.
- Provide periodic updates to County Executive and Board of Commissioners.

2. Ensure PPACA Compliance.

- Monitoring and coordination of adherence to PPACA standards.
- Monitor 30 hour limit on part-time employees.
- Additional accounting duties as required to ensure compliance.

3. In conjunction with local health care providers and/or Wellness Clinic, follow up on a voluntary basis (HIPPA compliant) with patients.

- Develop and follow up on after-care recommendations.
- Track metrics and make recommendations.

4. Organize wellness events.

- In conjunction with other entities, conduct periodic health fairs, lunch and learns.
- Weight management programs.
- Develop strategic alliances with other entities, e.g. BAISD, Delta, SVSU.

5. Promote exercise programs.

- Community Center, Civic Arena, Golf Course.
- Tie into other existing events (5K, 10K runs already in community).
- Joint venture with City and or BAISD (shared services, shared cost).

6. Liaison with Community Health Educators and Health Department.

- Coordinate efforts with Bay County Health Department personnel.

7. Develop, maintain, and promulgate appropriate metrics of wellness initiatives and take corrective action.

- Establish baseline measurement
- Cost
- Participation
- Claims

8. Develop and facilitate employee participation groups on health care issues.**9. All other duties as assigned by Benefits Supervisor or Personnel Director.**

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualifications:**Required:**

- Bachelor's degree from an accredited college in one of the following disciplines (not in any order of preference):
 - Business,
 - Political Science / Public

Preferred:

- MBA or MSA or related Master's degree.
- Public speaking in previous employment job responsibilities.
- Experience in fitness and/or wellness centers.

- Administration,
 - Communications, or
 - Health Education
- Strong written and oral communications skills (test may be required, including developing and delivering a short presentation).
- Knowledge of Word, PowerPoint, and Excel.
- Ability to work flexible hours, as required.
- Operator's license and reliable transportation (within the County).
- Two college level accounting classes.
- Dietary education or training
- Quality training or experience (such as Six Sigma or value stream mapping).
- Two years' experience in health – related field.
- Good analytical abilities.
- Must be self-starter.

Physical Qualifications (with or without reasonable accommodations):

Lifting and transporting materials and equipment weighing up to 30 pounds. Part-time sitting, standing, and being mobile.

Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121, no later than **4:00 p.m. Tuesday, March 5, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."