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 #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). 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 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

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 enhance and maintain a comprehensive occupational wellness program as part of a larger system wide initiative to reduce injuries in the workplace. The position will manage and implement all processes, procedures, and data collection and analysis developed system wide. The position will also be responsible for continued design and development to reduce injury and illness as it relates to campus action plans. Additionally, the incumbent will be responsible for the continued development of the program to ensure 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.
- Develop, plan and implement on-site health promotion workshops, programs, and events, to include healthy lifestyle activities. Examples include: additional behavior change programs, condition management, smoking cessation, and individual wellness consultations.
- Enhance existing wellness/health improvement programs and services by providing 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.
- Promote and market wellness program resources to effectively increase employee engagement, motivation and retention. Examples include: newsletters, website updates, and recurring announcements of upcoming events and workshops.
- 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.
- Maintain accurate records and ensure all forms and data collected are handled confidentially, 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.
- Other duties as assigned to support the campus mission, Human Resources, and the UCR Workplace Health & Wellness Unit.

Minimum Requirements:
Bachelor's degree in public health, wellness, health education/promotion, exercise science/kinesiology or health related field and a minimum of 5-7 years of experience in injury/illness prevention and safety, worksite wellness, health promotion, health education.

Demonstrated skill and proficiency in assessing employee health, illness and injury status and providing a recommended plan of action. Ability to provide guidance as it relates to education on health and wellness related topics such as nutrition, exercise, weight management, stress management, and tobacco cessation.

Knowledge of principles, theories, and best practices of worksite health promotion programs, and health promotion/behavior change, risk reduction, workers' compensation and occupational health and safety. Must be current on HIPAA requirements and associated confidentiality issues

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) 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 work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $61,411 - $74,144. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice. All applicants who are selected for an interview will need to submit a work sample as part of the selection process.

Benefits of Belonging: We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website 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 Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Occupational Wellness Specialist position number is 201503203544.

Filing Date: Open until filled.