

Primary Care Nurse

Workplace Wellness

The Breakers Resort

Palm Beach, Florida

Coaching Schedule (onsite)

High risk participants	once per month (or as needed)
Medium risk participants	once per quarter (or as needed)
Low risk participants	once per quarter (or as needed)

*Telephonic coaching can substitute onsite coaching when necessary.

Primary Care Nurse Individual Health Coaching

- Individual Health Coaching (High, Moderate and Low Risk participants)
- Goal Setting
- Review and explain HRA, lab and biometric results
- Provide physician referrals
- Promote and refer employees to the current EAP Program.
- Assign Action Plans (Online)
 - Healthy eating
 - Weight management
 - Quit Smoking
 - Exercise and activity
 - Adult preventive health
 - Stress management
 - Pre-diabetes
- Blood Pressure Checks
- Weight Measurement/BMI/ Body composition
- Glucose Checks
- General Health Education (seminars)
- Submit Weekly and Quarterly activity reports
- Incident Reports

Program Integration

- Attend health insurance meetings with insurance consultants to review claims experience.
- Review disease management reporting and target those employees and dependents with identified diseases within the claims experience.
- Work with Case Management provider and encourage employee/dependent participation when needed.
- Implement health education programs that target specific high claims.

Skills and Requirements

- Strong computer skills required. Must be proficient in Excel, Word, Powerpoint, and Publisher.
- Must be bi-lingual in English, Spanish, and/or Haitian (Creole)
- Corporate wellness experience (1-2 years preferred).
- Ability to provide individual and group consultations to wellness participants.
- Excellent presentation and public speaking skills.

Sterling Wellness Administration (Home Office)

- Track participation and manage incentive program and contributions.
- Assist with the development of monthly health topics and education schedule.
- Provide education materials, presentations, preventive exam reminders and online health resources for distribution.
- Assist with coordinating The Breakers Health & Wellness Expo.
- Attend health insurance meetings with insurance consultants to review claims experience.
- Analyze aggregate reporting for screenings, coaching, challenge, HRA participation, etc.
- Coordinate aggregate data with third party providers including EAP program, medical insurance, case management, etc.
- Review disease management reporting and target those employees and dependents with identified diseases within the claims experience.
- Marketing of wellness events directly to individuals through email and flyers (health fair, screenings, challenges, seminars, etc.)
- Collect, process and distribute Health Risk Appraisal questionnaires, lab and biometric results. Insert results in each individual's Health Park Profile.

Optional Services (Coach and Sterling Home Office)

Manage **The Breakers Wellness Connection** wellness program services including but not limited to:

- Serve as a member of the current Wellness Workgroup and Wellness Champions.
- Promote and oversee internal employee wellness benefits and programs including EAP, The Spa Fitness Center, Golf and Tennis Play, Golf and Tennis Instruction, Personal Training at the Spa, the Corporate Athlete program, Breakthrough to Energy program, Tobacco Cessation program, WELCOA bulletins, Lactation Support Program, The Breakaway Café, the Green Market program, iBike program, TAVI Health Campaigns, etc.
- Oversee internal meeting menu and update as needed.
- Schedule, oversee and promote "Aetna Day" and Safeguard/MetLife Day" each month.
- Oversee Needs Assessment Survey and re-distribute annually.
- Administer outgoing health-E-tips ("A Movin' Minute" and Wellness Connection Weekly tips).
- Responsible for healthy articles in employee newsletter, "Currents".
- Responsible for overseeing healthy items in vending machines.
- Conduct wellness orientation presentation to new hires.
- Responsible for implementing and coordinating workplace health challenges (Walk to Work Wednesdays, MySPOT, Step to it!, March-ing Madness, Step into Spring, Tower Walk, Mt. Everest Tower Trek, etc.)
- Assist with the coordination of The Breakers Health & Wellness Expo.

Serious applicants only please. Send resume and cover letter to:

Mail:	Fax:	Email:
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