



FORT PECK

COMMUNITY COLLEGE

Job Title:	Health & Wellness Coordinator	Position Type:	Full-Time
Location:	FPCC Wellness Center	Date Closing:	Open until filled
Fax or E-mail resume to: (406) 768-6301 or mday@fpcc.edu	Mail: Michelle Day, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

The Health & Wellness Coordinator reports to the Principal Investigator for FPCC's Good Health & Wellness In Indian Country Center for Disease Control grant. The Worksite Wellness Coordinator is responsible for developing, implementing, and overseeing the Worksite Wellness Center Group.

Duties:

- Establishing a Worksite Health Promotion Program for employees residing on the Fort Peck Indian Reservation.
- Coordinate a group of employment entities for collaborative efforts relating to worksite health and wellness. Develop assessment models for employers to determine their employee's specific health program needs.
- Provide Wellness Center personnel with the appropriate professional development training for staff to provide effective health programs with employers/employees.
- Other duties as assigned.

Skills/Qualifications:

- Have the necessary technical skills to develop and implement effective programs that promote healthy lifestyles and prevent chronic diseases. Strategic planning and community organizational skills are imperative to this position.

Educational Qualifications:

- Master's degree (or higher) in a public health administration field is desired. A Bachelor's degree in a public health related field is required.

This position is grant funded and continuation is dependent upon availability of grant funds.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~