

Wellness Coordinator

Position Summary

Garland Oaks, a ministry of Street Hope TN, seeks to hire a Wellness Coordinator to provide direct care and oversee the wellness program at Garland Oaks.

The primary focus of this position is to work alongside other direct care staff to provide structure and consistency for the girls at Garland Oaks. In addition to direct care supervision this position will help create and execute the custom wellness program at Garland Oaks, which will help teach residents how to be a good steward of the body God has given them. This position will teach a daily fitness class as well as nutrition and wellness.

This position is scheduled to work Monday - Thursday, 3:00-8:00pm.

Start Date: N/A

Hours: 20 hours weekly / Non-Exempt

Location:

Blount County (undisclosed location)

Organizational Relationships:

House Mother

Education: High school diploma

Principal Duties

- Help maintain the structure at Garland Oaks by assisting residents through a pre-planned daily schedule
- Closely provides direct and continuous supervision of Garland Oaks residents in accordance with policy and procedure that promote a safe, secure, and nurturing environment for residents and staff
- Supervises structured and leisure activities of the residents, including preparing residents for various group and individual activities, such as group therapy, fitness, chores, IL classes and electives
- Supervises and provides instruction of all daily activities (e.g; bathing/showering, personal hygiene, etc.) to maintain physical cleanliness and hygienic conditions of home.
- Administers behavior management programs
- Monitors residents for changes in behavior that may indicate potential crisis situations in accordance with facility guidelines and alerts other staff as appropriate
- Intervenes, when necessary, in crisis situations in accordance with policy and procedure guidelines. Submits information to Shift supervisor/Team Leaders on the more serious disciplinary actions and in accordance with facility policy/procedures
- Reports all observances of unusual behaviors or resident's physical and mental health to Shift supervisor/Team Leader
- Maintain and model appropriate professional boundaries and confidentiality

Wellness Coordinator

- Maintaining a clean, tidy, and safe environment
- Work with other staff members to provide structure and consistency
- Maintain timely and effective communication with all staff and supervisorsAlert leadership when identifying any staff members who may be on the verge of burn out
- Provide spiritual support and education, including education on self-care and compassion fatigue
- Encourage staff to handle conflict biblically
- Be the prime contact for Anytime Fitness (local gym that provides free gym membership for staff)
- Be the point person for monthly staff appreciation luncheonsOrganize, file, and maintain all current project documents
- Enter information into and manage the digital project databases
- Assist in ensuring compliance with necessary specifications
- Help manage, and maintain the project budget
- Coordinate and execute daily administrative tasks
- Schedule and confirm meetings
- Help maintain and adhere to project timeline and calendar
- Schedule meetings, phone calls, site visits, etc.

Compliance Responsibilities

- Comply with all State and national Standards of Accreditation and Certification
- Prepare for and participate in all reviews, audits and surveys of the agency
- Ensure all activities within the agency conducted within the guidelines and regulation of Federal HIPAA requirements

This job description in no way implies that the duties listed are the only ones the employee will be required to perform. The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

Wellness Coordinator

Education, Experience, Other Qualifications

A. Education

- High school diploma or equivalent
- Knowledge of the Department of Children's Services policies and procedures, at an intermediate level, used daily in the work environment
- Extensive knowledge of best practices in trauma-informed care

B. Experience

- Administrative/Management experience preferred
- Experience working with youth with emotional and behavioral challenges
- Experience in crisis prevention, intervention, and conflict resolution skills

C. Skills

- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff.
- Excellent organizational skills and ability to work under pressure.
- Flexible with scheduling according to program needs.
- Culturally sensitive in the work environment.
- Demonstrate warmth and empathy when working with children and families.
- Demonstrate critical thinking, at an intermediate level, in the work environment
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and other related technologies and programs

Wellness Coordinator

D. Spiritual

- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ
- Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home
- Agreement with and adherence to our Statement of Faith (The Lausanne Covenant)

E. Other

- 21 years of age at the time of application submission
- Be capable of picking up at least 15 lbs. and climbing stairs
- Must meet criminal background check requirements
- Must maintain employment eligibility status
- Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws
- Once hired, successfully complete the prescribed courses of training
- Willingness to work irregular hours, including evening hours and holidays

F. Travel

- Must possess a valid Tennessee driver's license