



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Health, Wellness, and Safety Coordinator	Job Code:
Reports to: Director, HR and Risk Management	FLSA Status: Non-Exempt
Department: HR and Risk Management	Approved:

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications are **not** intended to reflect all tasks performed within the job.

Position Overview:

The position investigates and mitigates loss or potential loss to the County, ensures the safety of our workforce, and performs administrative duties in support of the County's Risk Management Program. I coordinated, planned, and facilitated health and fitness activities and programs for employees while supporting the Director and assisting with coordinating a comprehensive wellness program.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all the listed tasks. They may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Oversees and monitors liability claims activities, investigates incidents/accidents, and recommends solutions to minimize exposure.

Prepares quarterly loss data reports for trending, loss comparisons, and safety analysis.

Monitors claim activities, ensuring correct information is relayed to insurance companies and employees.

Provides recommendations/actions for problem-solving in safety, loss control, and other risk management areas.

Facilitates oversight and monitoring of driver's license program and drug and alcohol testing for post-injury, post-accident, and safety-sensitive programs.



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Conducts annual on-site property inspections with ACCG representatives and ensures corrective actions are completed promptly.

Provides training classes in various areas of driving, accident, and liability issues.

Serves as a Haz-Mat responder, providing information on property damage/liability. Ensures employees responding have necessary Personal Protective Equipment (PPE) procedures are followed to limit employee injury.

Assists with leading a comprehensive wellness program.

Coordinates, plans, and facilitates employee health and fitness activities and programs.

Plans and implements classes, speakers, and seminars that promote healthy lifestyles.

Develops promotion and publicity plans for wellness throughout the County.

Provides educational presentations and training programs.

Assists the Director with the Wellness Committee.

Regular and routine attendance at work is required.

Work schedules to include rotating shifts, hours of work, and days off may be changed at any time for the County's needs and at the supervisor's discretion.

Minimum Qualifications

Bachelor's degree in risk management, with one (1) year experience in accident investigation, risk management, or safety regulation enforcement or a bachelor's degree in business or public administration, with additional training in safety regulations, insurance, risk management; or an equivalent combination of education, training, and experience.

Must possess and maintain a valid driver's license with an acceptable driving history.



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Knowledge, Skills, and Abilities

Knowledge of Workers' Compensation procedures, policies, and laws.

Knowledge of accident investigation techniques.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in public and interpersonal relations.

Skill in oral and written communications.

ADA Compliance

Physical Ability: Tasks require the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, or pulling of objects and materials of moderate weight (20-50 pounds).

Sensory Requirements: See in the normal visual range with or without correction; vision sufficient to read computer screens. Some tasks require perceiving and discriminating sounds, depth, and visual cues or signals.

Environmental Factors: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Some essential functions' performance may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, toxic agents, or pathogenic substances.