



Position Description

Title: Health Management Consultant

Reports to: EBC Team Leader

Purpose of position:

Partner with clients to deliver strategic and customized health and wellness solutions.

Relationships:

Clients, Carrier/Vendor Partners, Internal Employees

Essential Duties and Responsibilities:

1. Consult with clients in the development and implementation of wellness programming based on risk identification, prevention, disease management and employee needs assessment data.
2. Provide clients with an agreed upon wellness strategy with clearly stated wellness goals, program components, budget, and implementation timeline.
3. Analyze claims utilization data with Employee Benefits Consultant to develop targeted wellness strategies and advise clients on corporate health trends, wellness incentives, disease management, and care management while insuring legal compliance.
4. Stay up to date on insurance carrier programs and offerings for clients.
5. Develop communication strategies supporting and promoting clients' wellness initiatives.
6. Evaluate wellness programming based on goals and employee feedback to ensure client's goals are being met.
7. Perform an annual audit verifying that vendor partners are complying with all mutually agreed upon services. Research vendors, attend demos, and add new vendors annually to the vendor database. Conduct RFP for vendor partners to fit client's needs.
8. Working in partnership with the Health Management Specialist, organize onsite and virtual client wellness events (biometric screenings, health fairs, guest speakers, fitness classes, health challenges, etc.).
9. Create and maintain a speaker database and suggest topics for client webinars.

10. Speak internally and externally at wellness events. Present a variety of wellness topics for clients.
11. Participate in prospect and client calls to generate business and retain business.
12. Develop and administer employee needs assessments for client wellness programs.
13. Deliver an annual health outcomes report to client along with any ROI data.

Position Requirements (knowledge, skills and abilities required to perform satisfactorily in the position):

- A bachelor's degree from an accredited university, preferably in a health and wellness discipline and at least one year of progressive experience in field of health and wellness.
- Experience working with an employee benefits brokerage firm preferred.
- Wellness Certifications preferred.
- Strong attention to detail and follow through required.
- Must possess excellent listening skills.
- Ability to organize client projects and meet client deadlines required.
- Superior client service skills, including the ability to be sympathetic to client concerns.
- Expert knowledge of Microsoft Office including Word, Excel and Powerpoint.
- Excellent public speaking and presentation skills.
- Ability to multi-task and handle multiple projects with deadlines at the same time.
- Ability to work quickly and accurately.
- Ability to work as a team member, externally and internally.

Physical Demands:

- Position requires sitting at a desk working on a computer for at least 2/3 of time.
- Position requires minimal lifting up to 25 lbs.
- Position requires regular and reliable attendance on a part-time schedule.
- Position requires proficiency in English and grammar usage skills.
- Position requires local and overnight travel (up to 30% of time).

By my signature below, I acknowledge that I understand the accountabilities of the role and that my performance will be evaluated based on my success in achieving the goals set out in the position. I also acknowledge that my job description may change due to changing company needs or environment and that my accountabilities may be changed or added to during the course of my employment.

Employee Name

Date