



WELLNESS SPECIALIST

CLOSING DATE: UNTIL FILLED

CLASSIFICATION: NON-EXEMPT

DEPARTMENT: QUALITY ASSURANCE

REPORTS TO: ASSOCIATE DIRECTOR OF COMMUNITY SERVICES

COMPENSATION RANGE: \$25.9247 - \$43.31 HOURLY

SUMMARY OF POSITION

The Wellness Specialist, under direction of the Associate Director of Community Services, will manage and provide support and structure to various health care projects and grant funded programs that are administered through the Health and Medical Department at Westside Regional Center (WRC). The goal of the Wellness Specialist is to effectively provide *wraparound* health services, resources and support to our child and adult clients who have developmental disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carries out all organizational and administrative duties pertaining to the acquisition and implementation of wellness projects and grants
 - Oversees the reporting process and budget spending to ensure that all projects are implemented in compliance with contracts
 - Identifies new opportunities for grant funding, cultivates relationships with funders and writes or assists with writing grant applications
 - Assists in data collection for outcomes and statistical reports
- Acts as a liaison for the department and manages community relations
 - Proactively seeks out new community partners in health care and builds working relationships with them
 - Maintains knowledge of and information about community health resources and health care referrals, and establishes relationships with these resources, when appropriate
 - Represents Health and Medical Services at various agency and community meetings
- Provides coordination and support for a multidisciplinary specialist team
 - Performs various administrative and managerial tasks for the department

- Serves as a liaison between regional center staff and case managers and health and medical consultants
- Maintains a database on client evaluations, recommendations and health outcomes

QUALIFICATIONS

- Master's degree required in public health, social work, nursing or other related field
- Sound research skills and ability to be detail-oriented
- Experience in grant writing, budgeting, evaluation and/or project implementation
- Knowledge of community health resources and/or health care systems
- Excellent organizational skills, interpersonal communication, and ability to establish and maintain effective working relationships with people from diverse disciplines and backgrounds
- Comfort with working on multiple projects concurrently
- Excellent written skills, savvy internet skills and computer proficiency in Microsoft Office

WORK ENVIRONMENT & CONDITIONS:

- Onsite five days a week.

Physical Requirements & Travel:

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer.
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors.
- Ability to lift, push, pull, and carry up to 25–30 pounds occasionally (files, office supplies, equipment).
- Work performed in a professional office environment with standard and bright overhead lighting.
- Local travel may be required within the WRC service area
- Reasonable accommodations will be made for individuals with disabilities to perform essential job functions.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume to Jobs-WRC@Westsiderc.org by the closing date and include the **Job Title** in the subject line of the email.