



Lifespan

JOB DESCRIPTION

POSITION TITLE: Director of Wellbeing

DATE: December 2020

REVD: December 2020

DEPARTMENT: Human Resources

FLSA: Exempt

JOB CODE: 2522

PREP BY: KM/MW

AFFILIATE: Corporate Services

JOB FAMILY: Professional

SUMMARY:

The Director of Wellbeing will create, deploy and manage the organization's overall wellness and wellbeing strategy, capitalizing on the existing value-added programs and bringing industry leading practice and experience to the role. This individual will apply a contemporary, innovative, and data driven approach to designing, building, and maintaining a holistic wellbeing program, while establishing measures and monitoring outcomes. This role reports to the Vice President of Compensation and Benefits and will collaborate with numerous teams to advance the overall health and wellbeing of the Lifespan employee population, with specific focus on physical, social, emotional and financial dimensions of wellbeing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lifespan employees are expected to embrace Lifespan's mission of "Delivering health with care" and successfully role model Lifespan's values of Compassion, Accountability, Respect, and Excellence, as these, guide our everyday actions with patients, customers, and one another.
- Develop and design a wellbeing program that is contemporary, innovative, data driven, and outcomes focused.
- Actively develop, promote and deliver contemporary, engaging and impactful programs that further the wellbeing of all Lifespan employees. Continually monitor efficacy and ensure program content is fresh and relevant.
- Partner with key stakeholders, including Benefits, Workforce Safety Council, EOHS, Human Resources, Mental Health Action Committee, Unions, DOH, EAP, and other wellbeing vendors to align, integrate, and optimize existing wellness resources and identify opportunities for enhancements.
- Analyze demographic data, claims history, and other related information to identify program gaps and implement actionable, preventative measures to improve health outcomes.
- Utilize various communication technologies and channels to engage remote, decentralized, and 24/7 workforce.

The above statements are intended to describe the general nature and level of work performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.

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- Act as a liaison with community health organizations to coordinate and promote wellbeing programs (i.e. Southern New England Heart Association, National Cancer Society, etc.).
- Lead Lifespan's Wellness and Volunteer Network, "Team Lifespan", growing membership and promoting engagement in community health events (Heart Walk, Gloria Gemma Walk, Strides Against Breast Cancer, etc.)
- Develop dashboards, with established KPIs, to assess program effectiveness for wellbeing and Team Lifespan programs (i.e. program engagement, goal achievement, plan utilization, healthcare claims, productivity, absenteeism, leave of absence, etc.)
- Manage the wellbeing budget to optimize value, effectiveness, efficiency, and demonstrate measurable results to validate investment.

BASIC KNOWLEDGE:

- Bachelor's degree required. Advanced degree in Behavioral Sciences or equivalent health education field preferred (Psychology, Public Health, Wellness and Health Promotion, etc.).
- Corporate Wellbeing certification a plus

EXPERIENCE:

- Minimum of 8 years of relevant experience in wellbeing and mental health program management
- Minimum of 5 years of experience related to community affairs, event planning, volunteer coordination, or related field
- Demonstrated ability to design, develop, and deploy a holistic wellbeing and volunteerism strategy
- Experience with data driven, outcomes focused, wellbeing program management
- Must be able to operate at both a strategic and tactical level
- Demonstrated ability to leverage data and metrics to measure program effectiveness and identify areas of opportunity
- Ability to effectively design, communicate, and promote wellbeing resources and programs
- Experience with behavioral change management and health coaching
- Experience implementing programs, services, and communications across large complex organizations
- Ability to work collaboratively and effectively with all levels of the organization
- Must demonstrate effective oral and written communication skills, ability to organize and prioritize multiple projects
- Prior experience in healthcare environment is preferred

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