

**POSITION DESCRIPTION  
COUNTY OF MONROE, INDIANA**

**POSITION:** Behavioral Health & Wellness Coordinator  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M\_F  
**JOB CATEGORY:** PAT C (*Professional, Administrative, Technological*)

**DATE WRITTEN:** September 2023

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application proves or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Behavioral Health & Wellness Coordinator for the Monroe County Health Department responsible for coordinating programs designed to improve health outcomes, education, and referral services.

**DUTIES:**

Coordinates, promotes, and implements health and wellness programs consistent with Department goals and objectives. Collaborates with local, state, and federal services to maximize programs and services.

Conducts health and wellness screenings, including blood pressure, diabetes, and mental health.

Provides navigation services to assist community members with access to the care they need and provides referral services as needed or necessary to improve individual health outcomes.

Conducts educational seminars and training on various wellness and mental health topics, including overdose and suicide prevention, nutrition and exercise, anxiety and depression, chronic disease prevention, tobacco prevention and cessation, and infectious disease.

Performs data entry and analysis on program participation and outcomes. Promotes and supports community wellness programs.

Provides referral services for maternal and infant care and provides access to WIC services including nutrition supplements, safe sleep, and maternal and infant health education.

Responsible for providing referrals to applicable office of health insurance consumer assistance or other appropriate agency regarding patient questions related to insurance coverage and/or plans and enrollment.

Directs community coordination and outreach to help educate and promote safe, child safety car seats, and bicycle helmets for children.

Promotes tobacco and addictive nicotine prevention and cessation programs and services.

Provides education, outreach services, and coordination for services that prevent and reduce chronic diseases such as obesity, diabetes, cardiovascular disease, hepatitis C, and cancer.

Develops and coordinates community partners to support schools with evidence-based education on nutrition and physical activity.

Creates partnerships to implement school wellness policies, including a comprehensive strategy to address substance use in schools and services to promote whole child health, including physical, mental, and student wellbeing.

Provides education and outreach on the socioeconomic, environmental, and behavioral factors that place individuals in their communities at risk for infectious diseases, chronic diseases, trauma, and injury.

Supports the public health nursing division with vaccination clinics, wellness events, and community screening events as directed.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in related fields of social work, nursing, behavioral health and/or health sciences.

Required 35 hours of annual online training, including mental health, suicide prevention, nutrition, safe sex practices, infectious diseases, and chronic diseases.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Possession of or ability to obtain and maintain CPR and Basic Life Support (BLS) certifications.

Working knowledge of and ability to make practical applications of communicable diseases, chronic diseases, and vaccines.

Working knowledge of health and social services available to County residents and ability to coordinate services and facilitate referrals as appropriate.

Working knowledge of infant through elderly general health needs.

Working knowledge of behavioral health and wellness needs and applications and resources.

Working knowledge of basic computer skills including word processing, spreadsheet, email, and Department-specific software applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and written reports as required.

Ability to conduct health and wellness screenings, including the proper use of blood pressure equipment, diabetes, and mental health testing and assessments.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, fax machine, and printer.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements including HIPAA regulations.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, clients, IU Health organization, Monroe County schools, various not-for-profits, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written and oral instructions.

Ability to plan and present public speaking presentations.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to count, compute, and make arithmetic calculations.

Ability to read and interpret layouts and maps.

Ability to testify in legal proceedings and court.

Ability to occasionally work extended hours, evenings, and weekends, and travel out of town for training and meetings, and occasionally respond to emergencies on 24- hour basis.

Possession of a valid driver's license with demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's assignments and objectives are set jointly with supervisors. Incumbent follows standard operating procedures, policy, and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures.

### **III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

Work is reviewed primarily for attainment of goals and objectives.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, clients, IU Health organization, Monroe County schools, various not-for-profits, and the public for the purposes of exchanging information, and rendering services.

Incumbent reports directly to Administrator.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a variety of duties in a standard office environment including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, bending/crouching/kneeling, reaching, close/far vision color/depth perception, hearing sounds/communication, keyboarding, driving, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended hours, evenings, and weekends, and travel out of town for training and meetings, and occasionally required to respond to emergencies on 24- hour basis.

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The job description for the position of Behavioral Health & Wellness Coordinator for the Monroe County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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Approved 10/24/2023  
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