



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# On-Site Wellness Coordinator

## Job Information

**Job Type:** Full-Time

**Pay:** \$32,000 Annual / \$15.39 hour

**Program:** Administration

**Location:** Muscogee County

**Posting Date:** 11/05/2021

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed application to Recruiter:

**Human Resources  
New Horizons Behavioral Health  
2100 Comer Ave  
Columbus, Georgia 31904**

**Fax: (706) 596-5589**

**Email: [jobs@nhbh.org](mailto:jobs@nhbh.org)**

**Website: [www.nhbh.org](http://www.nhbh.org)**

## Job Description

This position is responsible for planning, designing, implementing and evaluating a comprehensive wellness program for the employees of New Horizons Behavioral Health with a balanced emphasis (e.g., fitness, nutrition, physical health, and mental/emotional health) that meets the needs of our employees over time.

### Minimum Qualifications:

A Bachelor of Science degree in Health Promotion or related field and a minimum of three years working in a wellness related field. Examples include health promotion, fitness, or a health professional (i.e., nursing, physical therapy, occupational therapy).

### Preferred Qualifications:

Successful candidate will have experience with Marketing, Newsletter, Mass-emailing, social media, event Planning & Coordination. Written and verbal communication skills as well as high level of interpersonal skills working with staff from various and diverse backgrounds.

**\*Applicant MUST submit Degree or Transcript AND License with application to be considered for employment\***

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**