Position Overview
The position of Health Coach is an integral part of the wellness program and the face of CHP for participants. They must passionately and professionally coach and educate employers, employees, and the communities we serve to be the happiest, healthiest and most productive by integrating engaging and effective health improvement processes into their culture. In addition to coaching, a Health Coach will take part in creating, conducting and implementing health promotion activities such as healthy breaks and challenges as well as culture building activities. This position may be part-time or full-time. The Health Coach must be a role-model for healthy behavior and life-style choices and an Ambassador for CHP and wellness.

FLSA Status
Exempt

Skills and Qualifications
A Health Coach must have a minimum of a bachelor’s degree in a health related field (or equivalent experience/certifications). Previous experience typically includes nursing, dietetics, exercise physiology, certified/degreed personal training, or social work. Additional skills and qualifications include:

- Experience in health behavior change/health coaching/health education
- Strong knowledge of specific diseases, lifestyle-related topics, nutrition, and exercise
- Knowledge of and experience with applying the stages of change or a similar behavior change model
- Knowledge and understanding of HIPAA regulations
- Excellent interpersonal skills with the ability to foster trust and respect among customers and coworkers
- Promotes a healthy lifestyle leading by example
- Able to work independently and remotely
- Excellent oral and written communication skills and demonstrated ability to adapt communication style to audience
- Adaptability – able to change tasks quickly as business needs dictate
- Able to work with protected health information and maintain absolute confidentiality and privacy in accordance with HIPAA regulations and CHP policies
- Excellent organizational skills with a strong attention to detail
- Proficient computer skills including Microsoft Office Excel, Word and PowerPoint
- Ability to work a flexible schedule
**Work Environment and Physical Demands/Travel**

For the most part a health coach will be working on-site at the client location; therefore, a health coach must be able to:

- Work independently and remotely
- Work at an efficient pace counseling up to four clients per hour
- Adapt with many different work environments as business needs dictate
- Be responsible for and have the ability to carry to the job site equipment provided by the company to perform their job duties
- Travel beyond a normal commute and have flexible hours that would accommodate the client which may be outside of the normal 8:00 a.m. to 5:00 p.m. work hours
- Work closely with clients and participants and maintain complete privacy of participant private health information

**Essential Functions**

First and foremost, all employees are expected to diligently comply with all policies and procedures of Corporate Health Partners. All health coaches will also be expected to complete an initial training program and any subsequent training as required. Primary functions and responsibilities include:

- Coaching at assigned account(s)
- Attending and helping to manage CHP screenings
- Maintaining website databases for your account(s)
- Coaching individual participant evaluation reports (initial results)
- Maintaining assigned Client/Participant participation spreadsheet for events
- Coaching Programs
- Promoting Health
- Participating in learning and development opportunities, including planning meetings, enrollment and kickoff meetings, aggregate report meetings, etc.
- Attending monthly coach meetings and additional internal training or development meetings as they come up