

**PURPOSE AND EXPECTED DUTIES OF THE
DEPARTMENT LEVEL WELLNESS WARRIOR**

- ❖ Act as an employee wellness connection between individual department and HR
 - Warriors will assist in identifying the best methods for reaching out to their employees about the employee wellness program.
 - Serve as the department contact for communicating HR sponsored activities to their employees by promoting wellness activities or opportunities via e-mail forwarding and providing updates of the program to employees during department meeting discussions.
 - Relay information about departmentally organized or sponsored wellness activities to HR for assistance in promotion or recognition
 - Submit stories/photos about dept events, individual accomplishments, recognitions, etc. for publication in the citywide wellness newsletter
 - Attend periodic meetings with HR staff which will provide opportunity to discuss/brainstorm trends in wellness programming and occasional wellness vendor presentations on wellness benefits, products or services
 - Encourage participation in events within their department and assist HR in gathering feedback from individuals from department employees about the wellness program
 - Provide support for events as additional staffing is needed

ON-GOING WELLNESS EVENTS, ACTIVITIES OR BENEFITS

- ❖ American Heart Association workplace walking program
- ❖ Kaiser Permanente and Blue Shield wellness rewards programs
- ❖ Monthly Wellness Newsletter

UPCOMING WELLNESS EVENTS

- ❖ 2009 Employee Wellness Conference and Fair, Friday, August 21st
- ❖ Worksite Flu Shots – Fall 2009
- ❖ Worksite Wellness Assessments – Fall 2009
- ❖ MedExpert; medical decision support and information services
- ❖ City Hall Fitness Room
- ❖ On-site Smoking Cessation Classes