



## Job Description

TITLE: Bilingual Health Coach (Spanish speaking preferred)  
CLASSIFICATION: *Regular Part-time or PRN; Non Exempt*  
REPORTS TO: The Health Coach & Wellness Coordinator

### **SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Health Coach & Wellness Coordinator, and in coordination with the Account Manager, the Bilingual Health Coach will be responsible for providing our On-site and Telephonic Health Coaching and Wellness Programming to clients in need of a bilingual coach.

### **ESSENTIAL FUNCTIONS:**

*Duties are determined by contract and may include, but are not limited to:*

- Assign and organize eligible members into your coach list via the portal by working with the Health Coaching Opt-In forms that have been received.
- Actively enroll eligible members into the Health Coaching Program via the portal by telephone, on-site, or email.
- Document all coaching sessions on the portal, and fill out the Health Coaching Database form after each appointment.
- Assist members with completing wellness activities such as the Personal Health Assessment (PHA), biometric screening, and portal navigation.
- Review the member's PHA with them.
- Review the member's Screening results with them.
- Have a strong understanding of the Stages of Change Model, Motivational Interviewing, and implement these strategies in your coaching sessions.
- Assist members to develop health goals into measurable action steps, by using the SMART goal setting method.
  - a. Focusing on areas in weight & healthy living, healthy eating, tobacco, stress management, and physical activity
- Respond to all calls, emails, and voicemails relating to the client's health coaching program.
- Assist members with password resets on the portal, and other administrative duties relating to our wellness portal.
- Refer to best practices in The National Society of Health Coaches Program Manual, and Alyfe's Wellbeing references for Health Coaching.
- Familiarize yourself with all of Alyfe's Health Coaching Program procedures and policies.
- Assist the Alyfe Wellbeing team with our on-site biometric screenings, lunch and learns, webinars, and other onsite programming requiring a bilingual staff member as needed.

### **SCHEDULE:**

PRN: Hours will vary depending on client needs. Scheduling will need to be flexible. Hours can include 8am to 7pm.



### **DECISION MAKING AND PROBLEM SOLVING:**

- Determine work priorities
- Develop and implement short-term and long-term goals with members
- Implement a coaching schedule with your member's; and follow the Alyfe Wellbeing Rescheduling Policy.

### **BACKGROUND & EXPERIENCE DESIRED:**

- BS in a Health & Wellness field (Health Sciences, Health Promotion, or Exercise Physiology)
  - Registered and Licensed Dietitian, or Registered Nurse preferred
  - Certifications in Health Coaching highly recommended
- Three (3) years minimum experience working in a health coaching role.
  - With experience in facilitating patient/ client positive behavioral change
- Fluent in English and Spanish
- Extensive knowledge of computer software programs such as Microsoft Office Suite, PowerPoint, Excel, and email skills
- Highly motivated, creative, results-oriented self-starter with the proven ability to meet deadlines, multi task, and adapts easily in a fast paced work environment
- Ability to develop timelines and deadlines
- Ability to work in a collaborative environment with multiple projects and deadlines
- Strong interpersonal, organizational, communication ( both verbal and written), listening, planning, critical thinking and analytical skills
- Ability to effectively communicate with internal and external customers to provide support and ideas for problem resolution
- Ability to manage time efficiently with strong administrative skills and self-motivation to work autonomously as well as in a team setting
- Ability to identify areas in need of improvement and problem solve
- Use independent judgment to execute assignments
- Ability to effectively adapt to a changing working and industry environment

### **COMPENSATION:**

TBD

*This position description is intended to be dynamic and subject to change. Position requirements and essential functions may be altered from time to time based upon the needs of the organization and department. This position may be required to execute special projects or other related duties on occasion.*