



Job Description

Title: Wellbeing Specialist, The Corinthian Plan, Mennonite Church USA

Background: Medical background preferred. Training and/or experience as a coach or spiritual director. Familiarity with Christian church and its' culture preferred, in particular Anabaptist Mennonite/Mennonite Church USA.

Key Characteristics

- Conduct Wellbeing Conversations by:
 - Listening to participants
 - Assisting participants in deeper reflection on their health and wellbeing
 - Assisting participants in setting goals for their health and wellbeing
- Manage setting up appointments, invoicing hours, and following up with participant, as necessary.

Responsibilities:

- Receive name and contact information from our administrator Everence and arrange for a phone conversation.
- Conduct a conversation of up to an hour during which the Wellbeing Specialist helps the participant reflect on their physical health and overall wellbeing.
- Help the participant set goals, of their choosing, for their physical health and overall wellbeing. Follow up the conversation with an e-mail with any pertinent information or goals.
- Follow up conversations are possible on a limited basis.
- Keep track of hours and invoice for remuneration.

Hours:

- The work is seasonal with the heaviest months being January and February, the end of the Wellness Incentive cycle (March – February).

Remuneration:

- Wellbeing Specialist paid by an hourly rate. Direct contact hourly rate is \$75 an hour. Administrative time is \$50 an hour.
- This is a contract position.
- There are no benefits.
- The Wellbeing Specialist can flex their time, as appropriate and needed, in conversation with the Plan Director.

Accountability

- The Wellbeing Specialist is a contract employee with Mennonite Church USA. under the oversight of the Plan Director, in consultation with the health plan Wellness Coordinator.
- Everence provides administrative support for The Corinthian Plan Wellness program.