HEALTH AND WELLNESS DIRECTOR

Basic Function:
The Health and Wellness Director is responsible for leading the Stephen A. Orthwein Center, a regional destination for people with disabilities seeking accessible exercise and post-rehabilitation services. The Orthwein Center empowers people with disabilities to increase their independence through exercise with fully accessible state-of-the-art equipment and expert staff. The Health and Wellness Director is responsible for ensuring program excellence, providing direct services, and developing the business through financial oversight, strategic marketing, and fundraising.

Responsibilities:
Service Delivery (50%)
- Coordinate activities of the Orthwein Center, including an open gym, one-on-one training services, and group fitness classes.
- Perform the essential job functions of an Adaptive Exercise Specialist as relates to member services, including evaluation of new members and one-on-one training services.
- Work with staff and partners to develop relevant educational programming for members.
- Oversee administrative tasks, such as billing, enrolling new participants, approving scholarships within budget, and maintaining contracts with fieldwork placements.

Business Development (25%)
- Develop annual budget for the department and manage revenue and expenses to budget.
- On a monthly basis, review revenue and expenses with supervisor and make adjustments as needed.
- In collaboration with supervisor, develop annual marketing and outreach plans to achieve necessary program growth.
- Spend significant time out in the community, conducting tours, and in meetings to build relationships with referral sources for new members.
- Support fundraising efforts for the Orthwein Center, including writing grants, participating in events, and meeting with donors.

Staff Supervision (10%)
- Hire, train, supervise, and evaluate staff to ensure high quality service delivery.
- Organize and develop job responsibilities to ensure efficiency of day-to-day operations.
- Assess learning needs of staff and members and coordinate appropriate training as needed.
- Perform quality assurance checks to ensure quality service delivery and accurate record keeping.
- Supervise and provide clinical guidance to students in physical therapy, occupational therapy, exercise science, and related fields.
Program Excellence (10%)
- On a regular basis, in collaboration with supervisor, evaluate service offerings for efficacy, adoption rates, and cost effectiveness.
- Practice continuous quality improvement. Adjust services as needed to better serve members and build a sustainable business model.
- Evaluate and update standards of practice to ensure exceptional care and translate evidence-based medicine into a community-based context to facilitate ongoing program development.

Program Compliance (5%)
- Evaluate and update policies and procedures based on best practices in rehabilitation and fitness.
- Monitor program adherence to requirements of contracts and funding agreements.
- Measure program efficiency and effectiveness and member satisfaction.
- Submit regular reports to supervisor and funding sources as required.

Operations
- Communicate with operations department for building maintenance.
- Monitor supplies and equipment. Manage supply inventory and coordinate equipment maintenance.

Miscellaneous
- Understanding of and commitment to the independent living philosophy.
- Protect participant's rights to privacy and confidentiality in all forms of communication.
- Attend and participate in all required trainings and meetings.
- Other duties as assigned.

Skills Required:
- Leadership
- Organization
- Written/Oral Communication
- Multi-tasking
- Computer savvy
- Time management
- Professionalism
- Team attitude
- Attention to detail
- Self-starter

Education and Experience:
- **Licensure/Certification/Registrations:** Current Missouri Physical Therapy or Occupational Therapy license and current Basic Life Support for the Health Care Provider certification required.
- **Education:** Doctor of Physical Therapy or Occupational Therapy or Master of Occupational Therapy from an accredited college or university required.
- **Experience:** Minimum 5-10 Years PT or OT experience required. Experience with spinal cord injury, stroke, or multiple sclerosis preferred. At least 3 years of management experience.

CONTACT:
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