



## 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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