

Soothsayer Solutions
Health Promotions Coordinator

About this role: Assist with implementation of health management activities/programs for Soothsayer Solutions members

Responsibilities:

- Assists with implementation of health management activities/programs for membership. Coordinates all aspects of assigned programs. Facilitates program to participants and focuses emphasis on high-risk members. Follows/updates established procedures. Provides health coaching telephonically or in person for assigned health programs. Utilizes all data systems containing patient information and documents information appropriately.
- Assists with development of strategies to increase effectiveness of and participation in health management programs. Establishes/maintains effective communications with provider network, group representatives and members.
- Conducts research and analysis of reports (monthly, quarterly, annually). Adheres to policies and works toward attainment of program goals. Monitors member compliance and success rates.
- Assists with identification of areas for which there is a need for health management programs. Monitors quality indicators and develops programs to positively impact areas where improvement is warranted. Develops patient/provider educational materials for members/providers.

Required Skills/Abilities:

- Microsoft Office
- Working knowledge of Microsoft Access or other database software
- Working knowledge of spreadsheet, database, and presentation software.
- Understanding of insurance and benefit programs as it relates to health management coverage.
- Knowledge of the quality improvement process.
- Ability to work independently, prioritize effectively, and make sound decisions.
- Demonstrated customer service, organizational, and presentation skills.
- Ability to persuade, negotiate, or influence others.
- Analytical or critical thinking skills.
- Ability to handle confidential or sensitive information with discretion.

Required Work Experience

- Healthcare program management
- Prior corporate wellness experience
- Management and executing large events

Required Education

- Bachelor's degree - Nursing, Health Administration, Health Promotion, Exercise Science
- Masters of Public Health