

**Health & Wellness Coordinator**  
Milwaukee Christian Center – Older Adults



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Interested candidates should email brief cover letter and resume to [mcchr@mccwi.org](mailto:mcchr@mccwi.org) with “Older Adults Health & Wellness Coordinator” in the subject line.

Position is open until filled. Interested candidates should apply immediately.

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The primary goal of the Health and Wellness Coordinator is to facilitate weekly health checks and monthly health education workshops with a community health provider at the Milwaukee Christian Center’s (MCC) Older Adults Center. Responsible for Health and Wellness data collection and input along with updating and maintaining participant files.

Older Adults Programming

Strong neighborhoods honor and care for their elders. MCC offers older adults opportunities to remain healthy, in their homes, and vitally connected to the community. MCC’s Older Adults Center provides 160+ older adults a safe, welcoming place to stay connected, healthy, and well.

Reports to: Director of Older Adults Programming

Schedule: 10 hours/week, weekday availability needed

Pay Rate: \$17/hour

Benefits: Supportive environment and expansive employee assistance program.

Essential Duties and Responsibilities Include:

Programming

- Plans, schedules and implements individual and/or group health and wellness activities.
- Coordinates with community health providers to conduct weekly health checks to monitor participants’ weight, blood sugar levels and blood pressure.
- Document participants’ health in their charts and coordinate care with their healthcare providers as needed.
- Serve as a bridge between non-English speakers to their healthcare providers by answering their questions regarding their health and medication.
- Direct participants to appropriate services and/or agency staff. Notify administrative staff of security concerns regarding disruptive individuals.
- Any final clean-up

Supportive Services

- Provide assessment, service planning, and referrals for senior program participants when needed.
- Insure service delivery and client follow-up.
- Maintain complete files for all participants.

Administration

- Track daily health and wellness check attendance.
- Maintain log of client contact and services provided.
- Assist with reporting and documentation requirements
- Participate in staff meetings and attend trainings as required.

- Maintain confidential documents and information and keep abreast of HIPAA rules and regulations.
- Be aware of all funding sources and their outcome requirements.
- Assist Program Director with funding reports or proposals as needed.

#### Community Outreach

- Participate in planning and implementing outreach activities, including, but not limited to: media advertisements and promotions (e.g. Hmong Radio, Hmong Journal, Milwaukee Journal Sentinel, Hmong Times, etc.); design and distribution of program brochures and flyers to area agencies and businesses; and special events (tours, exhibits, celebrations, etc.) that showcase the Senior Program
- Work with Program Manager to identify and recruit potential participants.

#### Professional Networking

- Participates in professional meetings, task groups, and conferences to build awareness of the Senior Program and needs of the Southeast Asian community.
- Assists in staffing booths at professional fairs and conferences.

#### Qualifications Desired Include:

1. Ability to coordinate, plan and facilitate health and wellness activities for older adults.
2. Proven ability to multitask and work cooperatively with people at all levels, with respect.
3. Knowledge of broad range of health and wellness topics and a commitment to wellness and the promotion of life learning.
4. Some post-secondary training or education in social work, human services, or gerontology, and one-year related experience working with the elderly.
5. Ability to integrate health and wellness program initiatives into culture and organizational mission.
6. Bilingual Hmong/Lao preferred but not required.
7. Demonstrated success in community and professional networking.
8. Strong organizational and interpersonal skills and ability to work with a team.
9. Demonstrated ability to work with a diverse clientele of elderly program participants.
10. A self-starter who takes initiative and who is flexible.
11. Excellent communication skills. Ability to read and interpret documents such as safety rules, contracts, and procedure manuals; write routine reports and correspondence.
12. Valid driver's license, ability to drive 15 passenger vans safely

#### Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

This position is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel occasionally for outreach purposes. Must be able to carry educational equipment, up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.