

**INDIA
JOB DESCRIPTION**

POSITION TITLE: Health Coach ~~000001~~Ma nager

facilitate growth

I will encourage growth for my staff, my company and myself. I will help my staff work toward their professional goals by showing them the abundant resources our company has to offer. I, too, will work to further develop myself as a leader and a professional. I understand that by fostering an environment where employees can grow, I will be developing the future leaders of the organization who will be vital to the successful growth of the company as a whole.

celebrate

I will contribute to a positive work environment where my team members and I enjoy coming to work and celebrating each other's successes.

SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:

- Graduate of an approved school of Nursing, Social Work or other relevant Healthcare Profession.
- Minimum of 5 years working in their field in the healthcare environment and working with members of the interdisciplinary healthcare team.
- At least 3 years experience in management and supervising others within a healthcare environment.
- Experience with geriatrics/adult care, rehabilitation and/or case management preferred.
- Successful completion of ~~W00~~India Health Coach Training.

ESSENTIAL JOB FUNCTIONS:

(1) Physical Demands:

(Answer yes or no)

Reaching (overhead)	Yes
Handling	Yes
Fingering	Yes
Feeling	Yes
Talking or Hearing	Yes
Seeing	Yes

(Answer: 0-33% - Rarely/ 34-66% - Occasionally/67-100% - Frequently)

Standing	34-66%
Walking	0-33%
Sitting	67-100%

*(Sedentary [10 lbs.]; Light [20 lbs.]; Medium [30-50 lbs.];
Heavy [100 lbs.]; Very Heavy [>100 lbs.]*

Pulling	10
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	Lifting		<u>10</u>
	Carrying		<u>10</u>
	Pushing		<u>10</u>
	<i>(Answer yes or no)</i>		
	Climbing (stairs)		<u>No</u>
	Balancing		<u>No</u>
	Stooping		<u>No</u>
	Kneeling		<u>No</u>
	Crouching		<u>No</u>
	Crawling		<u>No</u>
	Twisting		<u>Yes</u>
			<u>Yes</u>
(2)	Location of Job Activities: <i>(Answer in %)</i>	Outside	<u>0%</u>
		Inside	<u>100%</u>
(3)	Environmental Conditions:		
	<i>(Answer yes or no)</i>		
	Extreme heat with or without temperature changes		<u>No</u>
	Extreme cold with or without temperature changes		<u>No</u>
	Wet or humid		<u>Yes</u>
	Noise and/or vibrations		<u>Yes</u>
	Hazards (chemical, mechanical, & radiant energy)		<u>No</u>
	Explosives, burns, electrical, other		<u>No</u>
	Atmospheric conditions -		
	Fumes, poor ventilation, mists, dust, odors, gas		<u>No</u>
	Unprotected heights		<u>No</u>
	Moving machinery		<u>No</u>
	Operating automotive equipment		<u>No</u>
	Operating foot controls		<u>No</u>
	Uneven ground		<u>No</u>
	Protective clothing (list)		<u>No</u>
	(Occasionally: gowns, gloves masks)		
(4)	Work Situations:		
	<i>(Answer yes or no)</i>		
	Measurable or verifiable criteria		<u>Yes</u>
	Dealing with people		<u>Yes</u>
	Repetitive and continuous		<u>Yes</u>
	Performing under stress		<u>Yes</u>
	Set limits, tolerance or standards		<u>Yes</u>
	Problem solving		<u>Yes</u>
	Comparing		<u>Yes</u>
	Taking instructions		<u>Yes</u>
	Having difficult discussions		<u>Yes</u>
	Motivational conversations		<u>Yes</u>

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JOB SKILLS:

1. Must be able to read, write, speak and understand english.
2. Must have strong communication, organizational, and customer service skills.
3. Must be able to demonstrate assessment skills necessary to recognize and identify symptoms and manage emergency situations in an online platform environment.
4. Must be able to coordinate, delegate and supervise healthcare functions, problem solve, and make decisions as necessary.
5. Must be able to work proficiently in a fast-paced, online health care environment, multi-tasking and keeping track of clients, referrals, followup calls to family and interdisciplinary team members.
6. Must possess the ability to positively interact with others, including clients, families, employees, other organization/agency personnel and the general public.
7. Must market ProTribe India, SmartWellness services to all clients, families, outside agencies, referral sources, and fellow employees.
8. Must be a highly responsible individual capable of working independently, accomplishing work duties and client management within an assigned workday.
9. Must be empathetic and adept in dealing with individuals of all ages and families.
10. Must be able to motivate others and to provide leadership to achieve company goals.
11. Must be able to recognize and practice high-quality hospitality, professionalism and customer service to create a customer centered environment.
12. Must have experience with online video conferencing, electronic medical record systems as well as knowledge and skills with internet/web based platforms.
13. Must be able to use technology such as laptop, desktop, cell phone, ipad, web cam, and perform basic trouble shooting to complete daily job duties.
14. Must be able to adequately send/receive emails, save and organize files, understand an utilize shared network drives, and experience with google based programs.
15. Must be able to independently search and find local community and equipment resources for meeting the needs of the client.
16. Must be able to effectively present materials, education and facilitate group activities via video conferencing/virtual platforms.

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17. Must have excellent communication skills, and be able to adequately modify communication style to meet clients needs to maximize effectiveness of SmartWellness sessions.
18. Must carry out other tasks as requested in situations where online intervention and/or participation may be required.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement.

I certify that I am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____