

EMPLOYEE ENGAGEMENT SPECIALIST JOB SUMMARY

The employee engagement specialist is responsible for developing and implementing strategies to enhance employee satisfaction, motivation, and retention within the organization. This role involves collaborating with various stakeholders to create and execute engagement initiatives, analyzing feedback and data to assess effectiveness, and continuously improving engagement efforts to foster a positive work environment.

EMPLOYEE ENGAGEMENT SPECIALIST ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop comprehensive employee engagement strategies aligned with the organization's goals and culture.
- Create surveys, and feedback mechanisms to gauge employee satisfaction and identify areas for improvement.
- Make recommendations for adjustments and improvements to engagement strategies based on data analysis and feedback.
- Plan and execute a variety of engagement initiatives, including events, surveys, recognition programs, and wellness initiatives to foster team building, inclusion, and a sense of community among employees.
- Plan and coordinate employee events with the TEC team in team building activities, and recognition programs to promote a positive work culture and strengthen relations among employees.
- Continuously monitor the effectiveness of engagement activities and programs.
- Stay abreast of industry best practices, emerging trends, and research related to employee engagement and organizational culture.
- Establish effective communication channels to foster open dialogue and transparency between management and employees.
- Develop internal communication strategies, including newsletters, intranet (SharePoint) platforms, and town hall meetings, to keep employees informed and engaged.
- Provide support to managers and teams to help them effectively engage and motivate their employees.
- Conduct training sessions or workshops on topics related to employee engagement, communication, and culture.
- Stay informed about industry trends and best practices in employee engagement to continuously improve strategies and approaches.
- Monitor and report on key metrics related to employee satisfaction, retention, and productivity to assess the impact of engagement efforts.
- Ensure compliance with relevant laws, regulations, and company policies related to employee engagement and workplace culture.

Requirements

EMPLOYEE ENGAGEMENT SPECIALIST EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources, Organizational Psychology, or a related field.
- Proven experience in employee engagement, organizational development, or a similar role.
- 3 -5 year experience

EMPLOYEE ENGAGEMENT SPECIALIST KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication, interpersonal, and relationship-building skills.
- Analytical mindset with the ability to interpret data and make data-driven decisions.
- Creative thinking and problem-solving abilities.
- Knowledge of best practices and trends in employee engagement and workplace culture.
- Ability to work collaboratively with cross-functional teams and stakeholders.
- Ability to find solutions when barriers are identified.
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.
- Ability to independently seek out resources and work collaboratively.
- Ability to read, understand and follow oral and written instructions.
- Experience and work ethics that supports working within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Ability to use computer and learn new software programs.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.
- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Possesses ability to communicate effectively, both verbally and in writing.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Performs other related duties as assigned.

EMPLOYEE ENGAGEMENT SPECIALIST PAY RATE: \$27-\$31 hourly

EMPLOYEE ENGAGEMENT SPECIALIST BENEFITS:

- Medical, Dental and Vision – 100% paid by Employer
- Life Insurance and Accidental Dismemberment – 100% paid by Employer
- Paid Holidays
- Paid Time Off
- 401K
- 401K Matching
- Flexible Spending Account
- Fringe
- Supplemental Insurance