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**Job Ref. No: JHIL078**

**Position: Senior Wellness Coordinator**

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Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. For more information, visit [www.JubileeInsurance.com](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for a **Senior Wellness Coordinator** within **Jubilee Health Insurance Limited**. The position holder will report to the **Manager - Wellness** and will be based at our Head Office in Nairobi.

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### **Role Purpose**

Assistance to the Head of wellness in implementing the wellness activities to clients. Supervisory to the wellness team members towards effective execution of the wellness programs. Conducting Health Talks, Implementing Wellness schedules & Medical camps. Assisting in development and Implementation of Chronic Disease Management programs, Maisha FITI digital App, Mum's Club, Corporate wellness.

### **Main Responsibilities**

1. Supervision of Wellness initiatives, ensuring their full implementation and execution within budget.
2. Enroll, coordinate, and support patients in the Chronic Disease Management Program, Jubilee Mum's Club Program and Mental Health and Wellness Program.
3. Supervise and coordinate medical camps in collaboration with third party providers.
4. Negotiate and effect favorable rates for medical camps with third party providers.
5. Audit and empanel suitable third-party providers for provision of corporate wellness services to Jubilee Insured members.
6. Develop and implement new business products that promote preventive health initiatives.
7. Liaise with the relevant departments in implementation of tele-health initiatives.
8. Organize and participate in member education activities related to the various wellness programs.
9. Analyze ailment reports for loss making schemes and implement disease prevention intervention.

### **Key Competencies**

1. Population health and health benefits plan management
2. Performance reporting and management
3. Intelligence and Business Development skills
4. Customer Service

### **Qualifications**

1. A minimum of 3 years' experience in Wellness and/or Health promotion and prevention roles.
2. Degree holders in clinical studies (clinical medicine/nursing/nutrition & dietetics).
3. A master's degree in public health is an added advantage.
4. Basic understanding of the concepts of health insurance.
5. Proficient in the use of Microsoft office suite and packages.

### **Relevant Experience**

Minimum of 6 years' experience in a similar role.

**If you are qualified and seeking an exciting new challenge, please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and Position by 15<sup>th</sup> June 2023.**

**Only shortlisted candidates will be contacted.**