



## JOB DESCRIPTION

**Position:** Community Wellness Coordinator

**Department:** ADS & Community Wellness

**Employment Type:** Full-time, Non-Exempt

**Office Location:** Mt. Prospect Office (1166 S. Elmhurst Road Mt. Prospect, IL 60056)

**Work Hours:** 40 hours per week (1 remote work day/week)

**Wage Range:** \$45,000 - \$48,000

**Supervisor:** ADS & Community Wellness Manager

### OVERVIEW:

This role provides client-centered case management while coordinating diverse community wellness programs and health-focused initiatives across multiple locations. The position also oversees grant-funded program operations, ensuring effective outreach, reporting, and culturally responsive service delivery. Additionally, it supports Adult Day Service activities and collaborates across departments and community partners to strengthen program quality and engagement.

### DUTIES AND RESPONSIBILITIES:

#### Client Case Management

- Help clients access community health-related and education programs and services.
- Conduct regular check-ins with clients, either in-person or remotely, regarding their initial goals, intake, and assessment.
- Make referrals to other Hanul departments and external organizations as needed.
- Maintain a client-centered approach, ensuring that all services are responsive to clients' goals and cultural context.
- Manage client data required by funding agencies and Hanul Family Alliance.

#### Community Wellness and Education Programs

- Develop and coordinate community wellness and education workshops, seminars, and classes.
- Participate in community outreach events to promote community wellness and education programs.
- Recruit participants for wellness and education programs through various methods such as distributing flyers, conducting community outreach, and requesting media ads.
- Regularly update wellness and education program calendars for the Chicago Office.
- Attend applicable training and meetings related to different wellness and education programs.
- Demonstrate effective collaboration with wellness and education program instructors to ensure seamless program delivery and continuous improvement at the Hanul Chicago location.
- Support wellness and education program instructors as a task supervisor.
- Teach various wellness and education program classes, and substitute for volunteers and instructors when necessary.
- Coordinate free health screenings and vaccination events in collaboration with health organizations.



**CHICAGO**  
5008 N. Kedzie Ave  
Chicago, IL 60625  
T: (773) 478-8851  
F: (773) 478-8552

**NORTH SUBURBS**  
1166 S. Elmhurst Rd  
Mt. Prospect, IL 60056  
T: (847) 439-5195  
F: (847) 439-5197

**LAKE COUNTY**  
300 Knightsbridge Pkwy Ste 125  
Lincolnshire, IL 60069  
T: (847) 393-7488  
F: (847) 393-7517

#### Grant Program Management - Wellness Programs

- Oversee all operations of grant programs such as Dementia Early Planning Workshop and Memory Cafe, ensuring compliance with the guidelines and managing scheduling, logistics, materials, and participant tracking.
- Manage recruitment, registration, attendance, pre/post assessments, and provide culturally and linguistically appropriate support and resources.
- Coordinate instructors and guest speakers, provide necessary materials, and evaluate session quality for continuous improvement.
- Prepare and submit required reports and performance measures, maintain program records, and analyze data for program evaluation.
- Develop outreach strategies, collaborate with community organizations for recruitment and support, and represent the program at community events.
- Analyze assessment results, gather participant feedback, and implement improvements to enhance program effectiveness and satisfaction.

#### Adult Day Service (ADS) Support

- Develop and coordinate various activities and classes for the ADS participants.
- Provide support and assistance to the ADS team, including ADS instructors.
- Substitute for other ADS staff when necessary.

#### Other

- Participate and support the organization's fundraising activities and events.
- Attend meetings and trainings to network and cultivate relationships with other service providers, funders and government agencies.
- Travel between offices may be required for work purposes.

#### **QUALIFICATIONS:**

- Bachelor's degree in public health, social work, psychology, sociology, or related field from an accredited college or university preferred.
- Bilingual proficiency in Korean and English.
- Supervisory, teaching, or any experience in a nonprofit organization preferred.
- Working knowledge of Microsoft Office and Google Suites.
- Ability to develop, coordinate, and implement new activities and events.
- Strong prioritization skills to effectively manage time, volunteers, and facilities.
- Strong cultural competence and sensitivity to the needs of diverse populations.
- Highly motivated, energetic, and confident in leadership skills.
- Excellent organizational, communication, and interpersonal skills.

#### **BENEFITS:**

- Paid Time-Offs
- Paid Holidays
- Birthday Vacation



WEBSITE: hanulusa.org



FACEBOOK: /hanulchicago



INSTAGRAM: @hanulfamilyalliance



TWITTER: @hanulusa



**CHICAGO**  
5008 N. Kedzie Ave  
Chicago, IL 60625  
T: (773) 478-8851  
F: (773) 478-8552

**NORTH SUBURBS**  
1166 S. Elmhurst Rd  
Mt. Prospect, IL 60056  
T: (847) 439-5195  
F: (847) 439-5197

**LAKE COUNTY**  
300 Knightsbridge Pkwy Ste 125  
Lincolnshire, IL 60069  
T: (847) 393-7488  
F: (847) 393-7517

- Group Health, Dental, & Vision Insurance
- 401K Retirement Plan
- Anniversary and Year-End Bonuses
- Free Staff Lunch (upon availability)

**To Apply:** Complete the [Employee Application Form](#) and follow the instructions on the form.

Hanul Family Alliance is an equal opportunity employer. Feel free to contact us at [career@hanulusa.org](mailto:career@hanulusa.org) if you have any questions.