

JJ Virgin & Associates
Health Coach
Job Description

Essential Functions

- Work in tandem with JJ Virgin and/or Medical Director and Director of Health Coaching to provide health coaching, counseling, consultation and information to clients managing various health conditions utilizing a holistic point of view and JJ Virgin's Overcoming Weight Loss Resistance Program
- Communicate and coordinate on client plan of action that facilitates the efficient use of coaching program resources, such as Metametrix Laboratory testing, recommended supplements, quizzes, forms, and nutritional tools and guidelines
- Input medical history, lab work and pharmaceutical data into information database system
- Assist in forming solutions and reinforce pre-defined goals with client
- Manage day-to-day food and lifestyle diary reports, and provide guidance and suggestions to client as needed
- Track, manage and report on client's progress against pre-defined Action Plan on a weekly basis utilizing computer-based technology
- Organize and schedule ongoing client actions and needs, including tracking and placing supplement orders, shipping test kits and instructions, etc.
- Communicate swiftly and effectively with clients who are in crisis
- Attend scheduled and periodic meetings, trainings and other job-specific events as required
- Use Microsoft Office software, the Internet, fax service and other applicable software to manage client and business demands and needs
- Seek ongoing professional development and meet all training and development requirements
- Maintain professional membership in the National Association of Nutrition Professionals (NANP) at all times. Pass the board certification in holistic nutrition exam within 6 months of hiring. Keep CEUs current.
- Demonstrate ability to multi-task by performing any one or all simultaneously of the following:
 - Effective coaching skills
 - Timely responsiveness to client inquires and needs
 - Proactive communication to supervisors and co-workers regarding needs for support
 - In the moment research and/or consultation, applying the information gathered to a session in the moment
 - Works collaboratively within a team setting to provide positive outcomes for clients, peers, and overall operations
 - Other duties as assigned

Minimum Skills and Qualifications

Basic Requirements:

- Bachelor's degree in health education, health science, food nutrition, dietetics, fitness or related field
- Minimum 1 year experience + Masters in a Health related discipline OR equivalent experience working with clients or patients in a health setting as a RN, nutritionist or fitness professional.
- Additional certifications in wellness/fitness specialties are desirable
- Travel for training and meetings may occasionally be required
- Sign non-disclosure agreement, IP rights agreement

Required Competencies:

- Be well-versed and/or trained in JJ Virgin's Overcoming Weight Loss Resistance Program
- Work well independently with limited direction or supervision
- Strong verbal and written communication in the English language
- Ability to coach effectively by email and by phone, including the following:
 - Build a relationship of trust with client
 - Quickly assess and respond to client needs and issues
 - Help client work towards forming solutions for presenting problem
 - Guide progress along plan of action with client
 - Demonstrate gentle assertiveness in reinforcing client commitment and need for ongoing progress and improvement
 - Work within a team of professionals in a way that supports a positive health outcome for all
- Demonstrate computer comfort and competency including use of Microsoft Office and Microsoft Windows
- Highly organized, efficient, and demonstration of timely follow-through on tasks and job requirements
- Knowledge of privacy laws and ethics, HIPPA compliance

Code of Conduct:

The Health Coach will conduct all dealings with clients, peers, vendors and other business entities in a professional and ethical manner, and will respect the confidentiality of all communication and information with, from or about the client and the business.