

Job Family Matrix

Job Function: Health Care		Job Family: Health and Wellness – Professional	
Job Family Summary: Perform or manage a range of activities to promote health and wellbeing.			
Job Title: HLT Health Educator II		Job Title: HLT Health Educator III	
Job Code: W0356P		Job Code: W0357P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Independently provide programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.		Manage programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Participate in the development of education programs/services to increase awareness and encourage healthy behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Participate in the planning and implementation of events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Develop education programs/services to increase awareness and encourage healthy behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Plan and implement events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Lead the development of education/programs/services to increase awareness and encourage behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Lead the planning and implementation of events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Lead the development of education/programs/services to increase awareness and encourage behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Lead the planning and implementation of events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal)
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Health Care		Job Family: Health and Wellness – Management	
Job Family Summary: Perform or manage a range of activities to promote health and wellbeing.			
Job Title: HLT Health Educator Mgt III		Job Title: HLT Health Educator Mgt IV	
Job Code: W0357M		Job Code: W0358M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Manage programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.		Lead programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Develop education programs/services to increase awareness and encourage healthy behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Plan and implement events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Lead the development of education/programs/services to increase awareness and encourage behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Lead the planning and implementation of events related to health education • Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives • Participate in health education events and create health education related presentations • May provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Direct the development of education/programs/services to increase awareness and encourage behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Direct the planning and implementation of events related to health education • Collaborate closely internal and external stakeholders on the development, implementation, and evaluation of programming initiatives • Research and create health education related presentations • May develop training courses and materials and provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Direct the development of education/programs/services to increase awareness and encourage behaviors • Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum • Act as a subject matter expert • Direct the planning and implementation of events related to health education • Collaborate closely internal and external stakeholders on the development, implementation, and evaluation of programming initiatives • Research and create health education related presentations • May develop training courses and materials and provide ongoing training and documentation • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • A minimum of 7 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • A minimum of 8 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Supervisory experience • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Supervisory experience • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Knowledge of current trends in health promotion • Communication skills (both written and verbal)
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Health Care	Job Family: Health and Wellness - Professional
Job Family Summary: Perform or manage a range of activities to promote health and wellbeing.	
Job Title: HLT Dietician II	Job Title: HLT Acupuncturist III
Job Code: W0456P	Job Code: W0557P
Grade Level: 56 Exemption: Exempt	Grade Level: 57 Exemption: Exempt
Effective/Revision Date: December 2019	Effective/Revision Date: December 2019
Job Summary	Job Summary
Provide high quality Medical Nutrition Therapy (MNT), consultation, and training to other clinical staff and nutrition education and outreach to the Harvard community. Assess patient nutritional needs, learning styles, abilities and constraints and develop, implement, and evaluate nutritional care plans, including appropriate follow-up and referral, nutrition counseling, and education and quality improvement efforts.	Independently provide safe and effective acupuncture treatments according to intake assessments.
Typical Core Duties	Typical Core Duties
<ul style="list-style-type: none"> • Participate in the planning and design of meals for individuals and student population to ensure nutritional standards are met • Provide comprehensive, best practice nutrition counseling and training • Assess nutritional needs; assist with the development and implementation of nutritional programs to meet goals • Provide individual and group nutritional counseling education and outreach • Participate in panels, committees and working groups engaged in health education programs • Collaborate with staff to provide appropriate nutritional options • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Consult with clients about their medical history to determine what acupuncture techniques should be administered • Assess client soft tissue condition, nerves and blood vessels to determine appropriate acupressure techniques • Provide safe and effective treatment • Maintain client records; develop individual treatment plans and strategies • Monitor client progress; evaluate treatment outcomes and recommend new or altered treatments as necessary • Follow and maintain all safety, infection, quality and environmental procedures • Ensure compliance with University policies and procedures and applicable legal rules and regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Master's degree in Acupuncture and Oriental Medicine • Minimum of 2 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds • Communication skills (both written and verbal) 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, intermediate Excel skills • Excellent communication and customer service skills
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • American Dietetic Association Registration • Current Massachusetts Dietician license 	<ul style="list-style-type: none"> • National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Certification • Current Massachusetts acupuncture license
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Health Care	Job Family: Health and Wellness – Management
Job Family Summary: Perform or manage a range of activities to promote health and wellbeing.	
Job Title: HLT Nutritionist Mgt III	
Job Code: W0457M	
Grade Level: 57	Exemption: Exempt
Effective/Revision Date: December 2019	
Job Summary	
Plan, coordinate, implement, and evaluate the provision of clinically appropriate medical nutrition therapy, nutrition education, and nutrition related health promotion initiatives to the Harvard community.	
Typical Core Duties	
<ul style="list-style-type: none">• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment• Plan and design meals for individuals and student population to ensure nutritional standards are met• Create comprehensive, best practice nutrition counseling and training programs• Assess nutritional needs; develop and implement nutritional programs to meet goals• Provide individual and group nutritional counseling education and outreach• Organize and participate in panels, committees and working groups engaged in health education programs• Collaborate with staff to provide appropriate nutritional options• Ensure compliance with University policies and procedures and applicable legal rules and regulations	

Job Family Matrix

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
- Communication skills (both written and verbal)

Certificates and Licenses

- Registered Dietician/Nutritionist with the Commission on dietetic Registration of the Academy of Nutrition and Dietetics
- Current Massachusetts Dietitian/Nutritionist license

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting