



WELLNESS CONTACT HANDBOOK

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MISSION & VISION

MISSION

The mission of Health Matters is to **cultivate well-being** for State of Idaho employees.

VISION

The vision of Health Matters is to develop a **healthy, resilient, and productive** workforce to serve the citizens of the state of Idaho.



HEALTH MATTERS

WHAT IS HEALTH MATTERS?

The Health Matters State Employee Wellness Program is operated out of the State of Idaho Division of Human Resources. Health Matters delivers resources, education, and targeted initiatives to cultivate well-being for State of Idaho employees.

All State employees are welcome and encouraged to participate in Health Matters programming, regardless of their enrollment in state-sponsored medical benefits.

A healthy workforce is a productive workforce. An employee's well-being is multi-faceted and includes physical, mental, interpersonal, and occupational health. Health Matters aims to address all areas of employee well-being with a targeted emphasis on mental health in 2021.

Health Matters is managed by one person for Idaho's over 25,000 employees statewide. Therefore, the program relies on designated wellness contacts within each state agency to help disseminate program information and promote resources.

WELLNESS CONTACTS

CONNECTING EMPLOYEES TO WELLNESS RESOURCES.

As a wellness contact, your primary responsibility is to receive communications from Health Matters and forward the bi-monthly newsletter to the employees in your agency. You are welcome to add updates or agency-specific information to the newsletter prior to sending.



RESOURCES AND SUPPORT FOR WELLNESS CONTACTS:

- **Newsletter:** Sent via email on the 1st and 15th of each month. Contains news, tips, recipes, and events.
- **Wellness Champion Hub:** An online resource with ideas for workplace wellness. healthmatters.idaho.gov/WC
- **Toolkits:** Guides designed to help you implement simple wellness strategies. Topics include walking meetings, mental health, team building, and more. healthmatters.idaho.gov/toolkits
- **Flu shot clinics:** Contact Health Matters to help you arrange an on-site flu shot clinic for 20+ employees.
- **Lunch & Learns:** Live wellness presentations over Zoom. Scheduled at a time that work best for your agency.
- **One-on-one agency support:** Work with Health Matters to establish evidence-based wellness initiatives that are a good fit for your unique workforce.

WELLNESS CHAMPIONS

WELLNESS CONTACTS ARE OUR CHAMPIONS OF WELLNESS!

Health Matters would not exist without the dedication of wellness contacts around the state. By reinforcing program messages, spreading the word about Health Matters opportunities, and including employee well-being in the conversation, YOU become the drivers of a healthy, resilient, and productive workforce.

Wellness champions do not have to be kale-eating, marathon-running health nuts. An imperfect champion who cares can be just as effective, *if not more so*, than someone striving for perfection. An action as small as adding a short, agency-specific message to the top of the newsletter before forwarding it to your employees, can be all it takes to create a shift in your team's well-being culture. You have the power to serve as an agent of change and Health Matters is here to support you along the way!

ATTRIBUTES OF A SUCCESSFUL WELLNESS CHAMPION:

- Drive for connection and engagement
- Desire to help others
- Strong communication skills



YOU DON'T HAVE TO BE A HEALTH NUT TO CHAMPION WELLNESS.

HOW TO CHAMPION WELLNESS

01 INVOLVE LEADERSHIP

Management support and buy-in is important when making improvements in workplace wellness. Maintain communication with agency leadership regarding activities related to Health Matters and wellness initiatives.



02 TALK ABOUT IT

Actively support Health Matters maximize engagement by communicating program offerings through emails, displaying flyers and posters, and adding wellness topics (upcoming events, information in the newsletters, etc.) to staff meeting agendas.

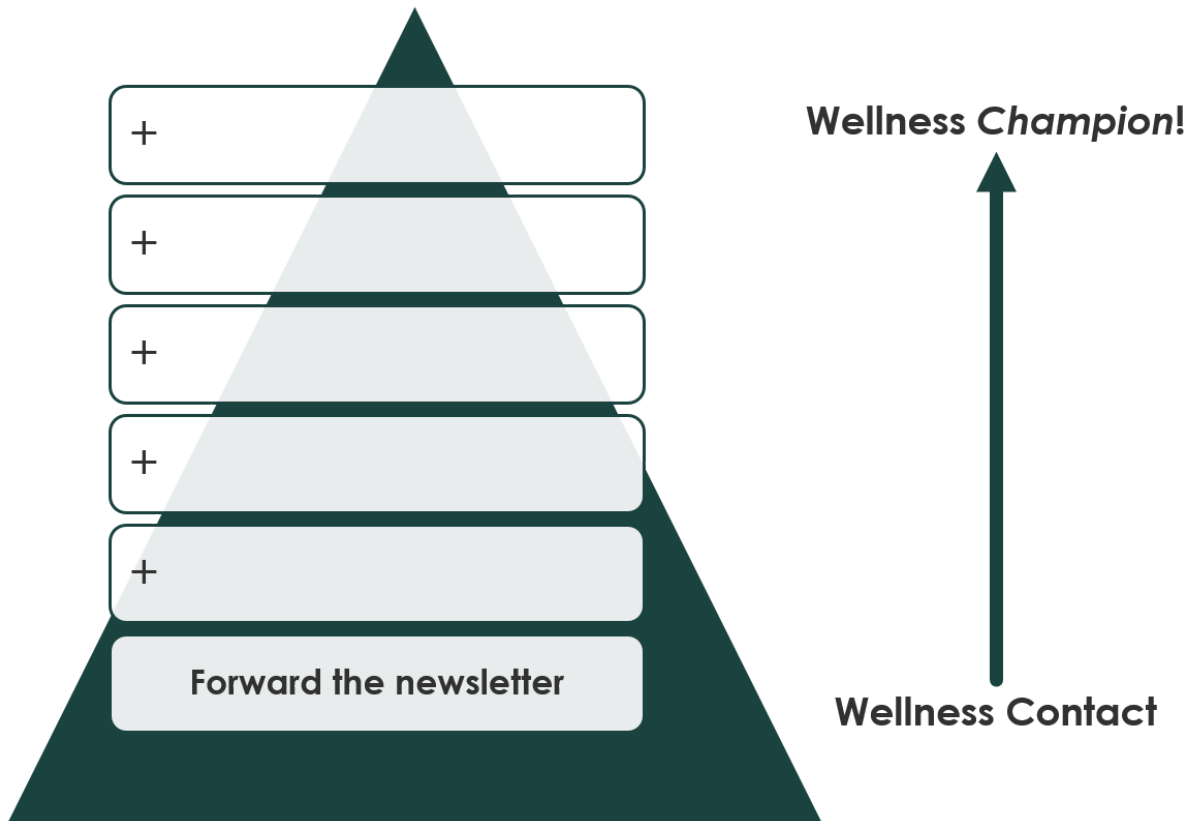
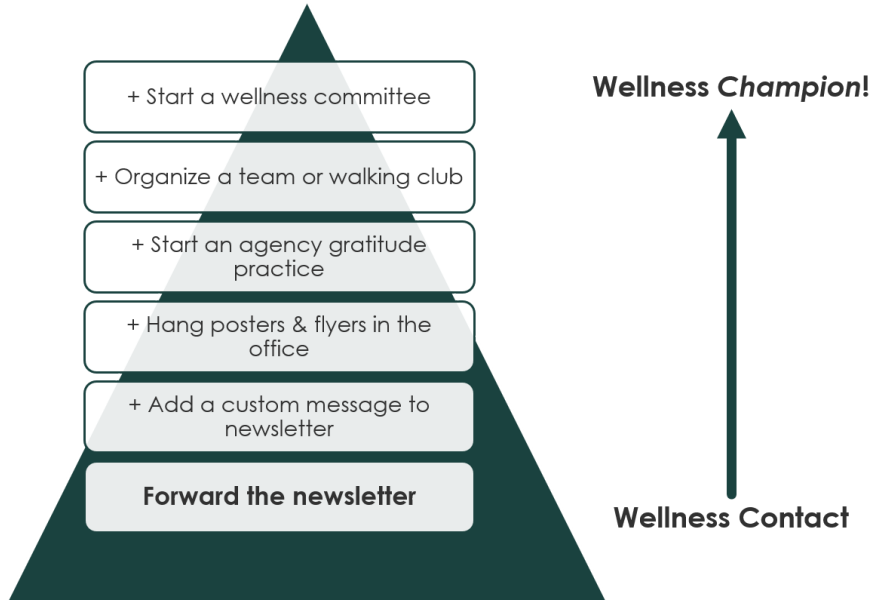
03 COMMIT TO WORKPLACE WELL-BEING

Strive to support a culture of well-being within your agency. Advocate for small changes like healthier meeting practices, employee appreciation strategies, or gratitude in the workplace. *Remember, you do not have to be perfect, you just have to care.*

ENGAGEMENT PYRAMID

SMALL ACTIONS CAN HAVE A BIG IMPACT ON WELL-BEING CULTURE.

Consider small ways you can increase your engagement as a wellness contact. Fill in the blanks on the pyramid below with actions that might support well-being in your agency.



HEALTH MATTERS CONTACT INFO

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