



**Classification:** Program Supervisor (Wellness Coordinator)

**Title Code:** V00680

**Pay Range:** 18, 22, 26

**POSITION SUMMARY:** This position is responsible for coordinating various statewide initiatives, to include, but not limited to DEFENSE, Mental Health Check-In, Chaplaincy Program, Cordico application, etc. An employee in this classification is expected to coordinate proactive health and wellness programs, information, and activities for employees of the Patrol. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Serves as the Health and Wellness Coordinator to the Patrol, which includes coordinating and developing health and wellness activities and information campaigns for Patrol employees.

Assists in administering all DEFENSE (Defending Employees From the Effects of Negative Stressful Experiences) activities, to include, but not limited to: Peer Team nominations, selections, and training of Peers; providing necessary equipment for Peers; monthly reporting on Peer activities; conducting Post-Critical Incident Seminars (PCIS) annually; coordinating with Department of Mental Health staff on PCIS activities, ordering materials and budget maintenance for DEFENSE and PCIS events, etc.

Coordinates the Mental Health Check-in Program for the Patrol within established policies and procedures, to include, but not limited managing and ensuring completion of appointments by employees with the appointed vendor, and associated budget maintenance.

Coordinates the Cordico application for the Patrol, which requires regular updates of information (e.g., new Peers, new Chaplains, new mental health providers, removal of outdated information, etc.), as well as develops and communicates information to Patrol employees regarding the application's administration and implementation.

Coordinates the Chaplaincy Program for the Patrol in accordance with agency policy and procedures, as well as provides annual training for Chaplains, ensures equipment and resources are available for the program, and associated budget maintenance.

Gathers, compiles, analyzes, and interprets data, and utilizes statistical software necessary to develop reports as requested for initiative reporting. Reports results, statistics, and recommendations for corrective action to appropriate stakeholders.

Assists with the oversight and coordination mandatory Employee Assistance Program (EAP) appointments and critical incident counseling for employees, as required by policy.

Schedules fitness for duty evaluations, as needed.

Recommends revisions and updates to policies and practices.

Maintains knowledge of developments, trends, and best practices; as well as prepares and conducts training, as needed.

Attends and leads assigned committees.

Represents the Patrol at meetings and actively participates; may present information when requested.

Attends meetings, seminars, conferences, training programs, etc., pertaining to work-related issues.

Performs job-related travel as needed, to include overnight stays.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of and the ability to utilize personal computers and software (e.g., Microsoft Word, Excel, Webex, Lotus Notes, Internet, PowerPoint, etc.), as it relates to the duties of this position.

Comprehensive knowledge of the methods of instruction, design of training materials, and principles of personnel development.

Working knowledge of statistical concepts and methods.

Knowledge of Patrol policies, procedures, rules, and regulations.

Possess analytical and interpretative skills to relate data collection forms, specifications, and code files.

Ability to utilize complex datasets, including importing, merging, and reshaping datasets.

Ability to identify duplicates, discrepancies, missing entries, and other elements of large data.

Ability to enter and extrapolate statistical data with appropriate databases and prepare reports.

Ability to research, gather, correlate, and analyze facts to develop letters, charts, and statistical reports and develop recommendations and/or solutions to issues.

Possess excellent communication skills, to include proper and effective use of grammar, punctuation, and sentence structure.

Excellent organizational skills and attention to detail.

Excellent time management skills, with proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to analyze and organize facts.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, and the general public.

Ability to learn the Patrol's applicable computer systems and policies.

Ability to research topics with a high degree of resourcefulness.

Ability to communicate and conduct training sessions and presentations independently to various personnel with varying levels of technical knowledge.

Ability to communicate well with individuals having many levels of technical knowledge.

Ability to develop and conduct presentations, training programs, etc.

Ability to manage and prioritize a large amount of work within predetermined deadlines.

Ability to exercise judgment and discretion in the performance of duties.

Ability to work independently, and with a team, as needed.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to read, understand, and apply applicable Federal and State legislation, laws, rules, codes, etc.

Ability to operate basic office equipment, as detailed in the description of duties.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a bachelor's degree from an accredited college or university in a related field, and two years experience in the knowledge, skills, and abilities associated with this position (Range 18).

OR

Possess a bachelor's degree from an accredited college or university in a related field, and four years experience in the knowledge, skills, and abilities associated with this position (Range 22).

OR

Possess a bachelor's degree from an accredited college or university in a related field, and six years experience in the knowledge, skills, and abilities associated with this position (Range 26).

**NECESSARY SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver license.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must attend and successfully pass Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Non-exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.