



City of Tempe

POLICE WELLNESS COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	594	<i>Department:</i>	Police Department
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Risk Management Claims Adjuster
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direct supervision from a Commander.
Exercises functional and technical direction over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<ul style="list-style-type: none"> Two (2) years of experience in Wellness Program Management, contracting psychological services, experience in Critical Incident Stress Management and Peer Support Teams. Understanding of resource referral and working cooperatively with Human Resources, providers, and other public safety agencies is essential. Experience with HB 2502, Craig Tiger Act, is preferred. Work experience in public safety and a strong understanding of policing culture is preferred. Experience with training programs and as an instructor is preferred.
<i>Education:</i>	Bachelor's degree in exercise science/wellness, occupational health, social work, education or degree related to the core functions of this position. Master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> Possession of a valid driver's license. Required peer support training in accordance with ARS 38-1111 within six (6) months of hire.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The Wellness Coordinator is responsible for the development, implementation, management and measurement of programs to educate employees, adopt prevention programs, and provide a wide variety of mental health, family, health and financial support programs related to employee wellness. The Wellness Coordinator will develop and manage the department's CIMS response, Peer Support Team, education/awareness/prevention programs, and to a variety of resources and services for counseling, employee wellness, mental health, etc.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Manage the employee wellness program, CISM, and peer support team; management of a variety of services, resources, programs, and service providers to meet employee needs. Refer employees to resources/providers. Work closely with Human Resources, service providers and other agencies in the management and administration of the employee wellness program.
- Participate in budget preparation; oversees the administration of division or section budget; responsible for staffing and training for the Peer Support Team and all relevant training, grants, and team certifications; ensures Peer Team members complete assigned tasks in a timely manner.
- Provide administrative support to HR/Risk Management for all Craig Tiger Act cases; liaison with other valley agencies regarding mutual aid to Peer Support Teams. This includes being an active participant in the statewide public safety peer support association.
- Coordinating employee critical incident return to work plans; identify counseling resources/programs and connect employees with the resources most suitable to their situation.
- Analyze, monitor and manage wellness programs; make recommendations for changes; research, develop and manage wellness programs implementation including Craig Tiger Act and critical incident after care plans; peer team assignments, first responder mental health counselors, EAP, and other wellness programs.
- Conduct RFP process for wellness programs in coordination with procurement.
- Continually analyze Peer Team methods and practices by fostering professional partnerships with other agencies and professional organizations specializing in peer support and wellness.
- Continually evaluate best practices and review new wellness programs; evaluate wellness resources and programs to ensure we provide holistic care for employees and their families.
- Facilitates mandatory post OIS/critical incident mental health appointments and follow up peer support assistance.
- Facilitates CISM debriefings; ensures proper operation of the 24/7 Peer Support Helpline; Serves as peer support point of contact resource for department personnel and management.
- Ensures Peer Support and Wellness Program compliance with HB2502.
- Provide pro-active performance planning utilizing performance management tools.
- Respond to calls for service and critical incidents to assess peer support needs; ability to respond to critical incidents in Tempe and wherever officers are dispatched; ability to respond to officer residences and third part sites as needed.

- Maintain effective working relationships with other City employees and department.
- Perform related duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Communicate in person, by computer, video conference, or phone;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Work environment varies – duties include mainly office work but also responding to extended callouts during all times of day.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2021

Revised January 2022 (updated MQ for education requirements)

Revised April 2022 (update MQ for work experience)