GENERAL SUMMARY
The Wellness Coordinator is an unclassified, appointed position by the Sheriff that designs, implements and manages behavioral and physical health and wellness programs for the Pierce County Sheriff’s Department. The position develops wellness strategies and plans and facilitates health and fitness activities.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Design, implement, and manage strategy related to behavioral and physical health of Sheriff’s Department employees.
- Assist in coordinating a response to employee well-being following large scale or critical incidents; assist in developing protocols, procedures, and training associated with such response to ensure preparedness for potential incidents.
- Confer and consult with the Department leadership on health and wellness program goals and objectives. Develop the department’s wellness strategy for the promotion of physical and behavioral wellness (ultimately leading to improved employee morale and wellness).
- Identify grant opportunities and work with the Contract Manager to complete applications. Responsible for operational reporting of the grant activity.
- Develop a peer support model based on industry best practices from concept through implementation.
- Develop and implement initiatives specifically focused on the behavioral health of employees (to include training, peer support and expanded professional support).
- Plan, coordinate and implement classes, speakers, seminars, personal training and fitness assessments that promote healthy lifestyles.
- Lead trainings and sessions to benefit employees related to physical and behavioral health.
- Develop promotion and publicity plans for wellness and fitness programs throughout the Department. Design health education and physical fitness materials.
- Compile statistical summaries of participant data, class attendance and equipment inventories to ensure proper detailed program evaluation.
- Assist in the development of the budget for the wellness program, as well as policies and procedures relevant to the operation of the health and wellness program.
- Meet with health and physical fitness program providers to coordinate health and wellness program services for Sheriff’s Department employees.
• Coordinate program activities across the department and with external stakeholders.
• Provide leadership, supervision and direction for those implementing behavioral or physical wellbeing programs, to include subordinate employees as assigned.
• Research other police departments and organizations to distill best practices and bring them to the Sheriff’s Department.
• Research and work to address barriers to officers seeking behavioral health services.
• Provide educational presentations and training programs.
• Compile a directory of health education and physical fitness resources and providers.

Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
As determined by the Sheriff

Preferred Qualifications:
Must have at least six (6) years of specialized experience in wellness program development, health education, wellness counseling or promoting and facilitating health and wellness promotion strategies. Additional related education or experience may substitute for the recruiting requirements.

Licenses or Certifications
A valid Washington State driver’s license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS
Successful completion of a Pierce County Sheriff’s Department background investigation, which may include a medical physical, behavioral assessment and/or polygraph, is required prior to hire. Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.

PREFERRED QUALIFICATIONS
Certification in relevant skillset areas (i.e., behavioral health, nutrition, dietitian, wellbeing, counseling) is preferred.

SUPERVISION
This position works under the general direction of the Sheriff. The position is expected to train, lead, and direct the work of others on an occasional basis.

COMPETENCIES
Knowledge of:
• Principles and techniques of behavioral health and physical fitness education.
• Current trends and developments in specific program area.
• Principles and practices of program operations, including development, planning, coordination, monitoring, evaluation and problem solving.
• Applicable federal, state and local laws, rules, regulations and policies.
• Developing communication plans, programs, and campaigns, including the production of support materials.

Skill in:
• Working with a variety of individuals from diverse backgrounds.
• Skill in motivating others in taking a corrective course of action in their personal lives.

Ability to:
• Apply health education and physical fitness standards and precepts to program goals.
• Design, establish and coordinate the activities and operations of an employee health education and physical fitness program.
• Train others.
• Implement programs to comply with County and Departmental workplace requirements.
• Plan, develop and implement effective strategies for Sheriff’s Department vision and mission.
• Understand and proficiently utilize required software and computer programs/systems.
• Use independent judgment and knowledge to make appropriate operating decisions, resolve operational problems and conflicts.
• Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
• Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
• Establish and maintain a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the public.
• Communicate effectively verbally, in writing, and through numerous forms of media, to audiences of various social, educational, economic, ethnic and cultural backgrounds.
• Positively influence long-term behaviors of employees in support of program objectives.
• Plan, develop and implement an effective marketing strategy for assigned programs.
• Represent the County in a positive, professional manner.
• Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
• Physically perform the essential functions of the classification.
• Meet the traveling requirements of the position.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Wellness Coordinator works in an office setting daily. County-wide travel is required on a frequent basis to County field sites or other agencies. Work outside of regular business hours, including weekends, is required to attend meetings, make presentations or special events. Ability to manage multiple tasks and functions, meet strict deadlines, concentrate for extended periods of time, and attend to detailed information on a continuous basis is critical to position success.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>Frequency</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.