



Pennington County Public Safety Wellness Coordinator (Exempt C41)

Position Objective:

The Wellness Coordinator will serve all PCSO employees and their family members by identifying, providing, implementing and overseeing wellness resources. In collaboration with Sheriff's Office Command Staff, the Wellness Coordinator oversees wellness services for employees, volunteers and family members under the Pennington County Jail (PCJ), Western South Dakota Juvenile Services Center (JSC), Addiction Treatment Services (ATS) and Law Enforcement.

The Wellness Coordinator will operate with broad decision-making authority and autonomy under direction of the Sheriff's Office goals and philosophies.

The position will work directly with human resources, training and the staff psychologist as a part of a comprehensive employee resource team. The position will be flexible weekday hours that may include some evening and weekend time to appropriately serve the 24/7 operations of the PCSO.

Essential Functions:

- Directing operations of the peer support team to include personnel management, response, policy, training, compliance with applicable laws and tracking
- Directing office-wide critical incident response.
- Directing the Employee Chaplains Program to include selection, response, training and resources.
- Serving as a referral source and liaison for employee wellness benefit providers such as the Connections Employee Assistance Program, Staff Psychologist and the health care trust board.
- Assisting with preparation, success and recovery during the annual employee physical agility testing process.
- Directing wellness resource groups to include managing logistics for employee access, tracking and resources.
- Preparing and presenting wellness related materials, presentations, and statistics
- Collecting, managing and reporting program recaps for command staff
- Tracking, identifying and adjusting program efforts to meet performance benchmarks.
- Directing employee and family wellness information events
- Identifying and implementing incentives for preventive wellness.
- Assisting employees by providing wellness resources in return to work situations (medical, military etc.)
- Connecting with new supervisors and those transitioning positions to assist with resources and stress management
- Applying for and identifying grant opportunities
- Identifying best practices for public safety employee wellness

- Working collaboratively with other agencies to include the State of South Dakota, South Dakota Highway Patrol and Rapid City Police Department.
- Assisting with public relation, recruiting and staff volunteer events.
- Adhering to policies and procedures
- Attending meetings, events and trainings as required.
- All other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in human services or a related field.
- 10 years' experience as a law enforcement officer.
- Demonstrated experience in leading, mentoring and demonstrating wellness in the field of public safety.
- Experience dealing with trauma, critical incidents, and the impact of profession related stressors.
- Preference for those who have been trained in crisis management or peer support.
- Proficient computer skills to include the ability to extract statistical data, prepare professional presentations and knowledge of Microsoft Office Suite.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to SD.

Working Environment:

The work is typically performed in an office.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.