



## WATERLOO REGIONAL POLICE SERVICE

Civilian Position Profile

<b>Job Title:</b>	Wellness Coordinator
<b>Position Code:</b>	P10168
<b>Branch:</b>	Human Resources
<b>Department/Unit:</b>	Wellness
<b>Reports to:</b>	Staff Sergeant, Wellness
<b>Supervises:</b>	N/A
<b>Association:</b>	Civilian
<b>Pay Grade:</b>	F
<b>Hours of Work:</b>	Mon-Fri/Days
<b>Date Updated:</b>	February 2018

### POSITION PURPOSE

Plans, develops and promotes sworn and civilian member total health promotion and injury/illness prevention programs. Coordinates fitness and wellness programs, and oversees and maintains testing and fitness facilities within the Waterloo Regional Police Service. Assists with the development and implementation of psychological wellness initiatives, plans and procedures.

### MAJOR DUTIES & RESPONSIBILITIES

- Plans, develops, implements and monitors total well-being initiatives for sworn and civilian members to encourage a healthy, resilient and engaged workforce
- Implements supports, education and awareness initiatives to improve the function, health and overall quality of life for all members
- Implements and promotes programs to support the physical activity and health of members ranging from general health programs to customized performance and operational-related fitness programs
- Coordinates and oversees a team of internal appraisers conducting Ontario Police Fitness Award (PIN) testing of members and completes the administrative requirements of the PIN program
- Conducts mandatory annual and applicant PIN testing for course requirements and specialized units
- Develops and conducts fitness training and testing of uniform recruits during pre- and post-Ontario Police College training
- Prepares annual budget for health promotion programming and fitness equipment, supplies, maintenance and repairs for all WRPS fitness facilities
- Researches and maintains current knowledge of commercial fitness equipment options. Works with sales representatives to obtain costing information, and coordinates the purchase and installation of fitness equipment for all WRPS fitness facilities
- Coordinates, arranges and oversees all preventative maintenance and repairs of fitness equipment across the service
- Promotes, organizes and administers group fitness classes including liaising with and sourcing



## WATERLOO REGIONAL POLICE SERVICE

Civilian Position Profile

**Job Title:** Wellness Coordinator

- appropriate external instructors to provide a variety of fitness classes
- Assists with the coordination of multi-purpose room scheduling
- Provides assistance to members and acts as a resource regarding healthy lifestyles, exercise prescription, injury prevention, and fitness development
- Conducts Bona Fide Occupational Requirement (BFOR) job-specific fitness testing for specialized units
- Assists with the development and implementation of the strategic direction, initiatives and goals of the workplace wellness program
- Develops and delivers ongoing wellness training and information such as Road to Mental Readiness (R2MR) Training, mental health and wellness initiatives, Communicable Disease and N95 Mask Fit Testing to members during In Service Training, New Employee Orientation and Family Night, New Supervisor Training, and Field Development Officer Training
- Develops and maintains the At Your Service Wellness Page as a centralized resource for members
- Develops and facilitates wellness promotion initiatives (Lunch and Learns, health screenings, incentive challenges, etc.)
- Assists with health clinics and programs such as the annual onsite flu vaccination clinic and annual blood donor clinic
- Provides direction, guidance and support to the Wellness Committee
- Develops a measurement system to evaluate the impact, efficiency and effectiveness of wellness program initiatives through data collection, analysis and reporting of trends and strategic drivers
- Assists with the Communicable Disease / Designated Officer program. Provides periodic back-up relief for the Designated Officer of Communicable Diseases, and in the event of a member's report of a possible communicable disease exposure, provides a timely response and liaises with Public Health Staff to ensure the member receives support, direction and appropriate medical care as required
- Supports the WRPS Post-traumatic Stress Disorder (PTSD) Prevention Plan, and furthers commitments to promote a broader psychological wellness approach and provide a coordinated response to mental health
- Fosters external partnerships and collaborates with professional providers, industry partners and support programs
- Collaborates with Wellness Unit and HR members to assist in expanding mental health programs and resources available for members
- Under the oversight of the Staff Sergeant, Wellness, coordinates early intervention efforts and the mobilization of supports and practices following critical incident/event development, and implements annual wellness check model
- Assists with the development of internal psychological wellness procedures, plans and strategies aligned with current best practices
- Provides support to the Peer Support Team
- Performs other duties as required and assigned

*This position profile is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.*



## WATERLOO REGIONAL POLICE SERVICE

Civilian Position Profile

**Job Title:** Wellness Coordinator

### SKILL

- Successful completion of a Bachelor's Degree in Kinesiology is required, licensed by the College of Kinesiologists of Ontario, along with a minimum of five (5) years' experience in the field; an equivalent combination of education and experience may be considered
- Canadian Society for Exercise Physiology Certified Exercise Physiologist (CSEP-CEP) designation is considered an asset
- Demonstrated ability to use judgement and initiative to make decisions and develop effective and constructive solutions to challenges and obstacles
- Personal physical fitness sufficient to demonstrate and deliver all aspects of training, instruction and testing
- Knowledge of Waterloo Regional Police Service practices, policies and procedures
- Knowledge of standardized office procedures and processes and skill in the operation of a personal computer and knowledge of software programs such as Microsoft Office
- Analytical and problem solving skills required with the ability to identify, troubleshoot and respond to potential hazards with fitness equipment, physical training and fitness assessments
- Excellent communication and presentation skills required to present wellness training programs
- Customer service and interpersonal skills are required to request and provide information
- Time management and organizational skills required to efficiently complete work with competing deadlines
- Ability to meet police security clearance requirements and to maintain confidentiality
- A valid Class G Ontario Driver's License with no more than six demerit points required to travel within and outside of Region
- Ability to participate as an effective team member and to support and project values compatible with the organization
- Ability to meet testing requirements for the position

### EFFORT

- Ability to multi-task when completing work with competing deadlines
- Mental and visual concentration required when inputting and compiling information
- Subject to prolonged sitting, sustained visual and auditory concentration, manual dexterity and attention to detail
- Most work is performed sitting at a desk, however, some work is performed in a fitness facility while instructing and demonstrating physical techniques
- Occasionally required to lift, push or pull up to 45lbs when working with fitness equipment
- Maintains professional development by attending in-house, police and outside training courses and seminars



## WATERLOO REGIONAL POLICE SERVICE

Civilian Position Profile

**Job Title:** Wellness Coordinator

### **RESPONSIBILITY/IMPACT OF ERROR**

- The incumbent has no formal supervisory responsibilities
- Provides instruction and monitors well-being of members during mandatory physical testing and training
- Researches and prepares the annual fitness budget for all WRPS fitness facilities
- Monitors fitness equipment throughout the service and assesses the need for maintenance, repair or replacement of equipment
- Failure to monitor fitness facilities may result in injuries to members
- Improper physical fitness instruction, development or testing of individual work out plans could lead to non-performance during testing or result in injury

### **WORKING CONDITIONS**

- Work is performed in a standard open concept office subject to frequent interruptions from staff and the public requesting information. Contacts are periodically negative or difficult, requiring the incumbent to be polite, tactful and informative
- Incumbent has contact with persons undergoing fitness training and testing which requires attentiveness and/or action in the event of over exertion or injury
- Occasional travel within the Region to monitor and maintain all WRPS fitness facilities
- Occasional travel outside of the Region to attend meetings and conferences, and to attend the Ontario Police College as a member of the Police Fitness Personnel of Ontario
- Work is subject to competing deadlines and incumbent is required to schedule own daily activities
- Occasionally required to work extended hours to meet deadlines or when administering corporate activities or community events