

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: 4061E - WELLNESS PROGRAM MANAGER**

<b>Exempt:</b> No	<b>Job Type:</b> 4061E
<b>Pay Grade:</b> E405	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren M. Weekly	<b>Date:</b> 01-10-23

**General Duties:** The duties require coordination, supervision, and implementation of the Peer Support Team members and their training in conjunction with a contracted Law Enforcement Psychologist, coordinating wellness and mental health programs with entities within and surrounding Douglas County, coordinating with healthcare and wellness vendors for services, arranging wellness activities for members and acting as the first line of counseling and referral to confidential licensed professional counselors in the event of a member needing services and may act as the first line of counseling and referral to confidential licensed professional counselors in the event of a member needing services.

This position requires a thorough understanding of current issues in wellness and mental health issues amongst first responders and civilians within first responder agencies. The position requires the employee to create newsletters and internal website updates as to wellness and resiliency programs available, notice and promotion to employees of County and Sheriff's Office benefits that affect health and wellness. The employee will work with neighboring agencies to create programs that can be shared amongst first responders, thereby maximizing resources and funds available. The position requires the employee to schedule training for the Peer Support Team, schedule special events and programs, as well as respond in the event of a critical incident to coordinate support and provide referrals for members.

**Supervision Exercised:** This position supervises the members assigned to the Wellness Unit and contractors. This position oversees their training and activities.

**Supervision Received:** The employee works under the direct supervision of the Commander of Professional Standards.

**Examples of Duties and Responsibilities:**

- Develop and distribute wellness newsletters and update the intranet wellness page.
- Notify members about events and program availability.
- Create and manage scheduling pages for health and wellness service vendors.
- Deliver or coordinate training sessions on health and wellness topics.
- Coordinate with vendors for service delivery.
- Organize multi-jurisdictional wellness events and efforts.
- Provide initial counseling for employees experiencing emotional or physical challenges and refer them to licensed professional counselors or the chaplain, maintaining confidentiality as per Colorado Revised Statutes 13-90-107(m)(I).
- Grant management including writing grants, tracking grants throughout lifecycle, reporting

on quarterly and annual basis.

- Management of wellness budget.
- Facilitating outside vendors including contracts, payments, and scheduling.
- Being a liaison for the family program.
- Overseeing family wellness academy.
- Managing the physical fitness program.
- Managing the chaplain program.
- Evaluation and management of vendors for the wellness program.
- Critical incident management.
- Manage data and report metrics for efficiency and effectiveness. Provide evaluation on wellness program to continuously provide improvements and recommendations to command staff.

**Other Duties:** Performs other duties as assigned.

**Contacts:** This position requires substantial contact with the Sheriff, public, other Douglas County agencies, other law enforcement agencies, staff, legislators and professionals in a variety of disciplines as well as agency management.

**Education and/or Experience:** A bachelor's degree in a relevant field is required. Master's Degree preferred. A minimum of four years' experience in a relevant field, with two years being supervisory experience is required. Master's Degree may be substituted for experience. Experience working with community collaborative groups, outside consultants, contractors and a wide range of community professionals preferred. Law enforcement experience highly desirable.

**Special Requirements:**

- Ability to be on-call for critical incidents and as a Peer Support Advisor and Coordinator
- Microsoft Office products
- Internet Searches
- Ability to pass the background investigation of deputy
- Possession of a valid Colorado Driver License

**Consequence of Error:** This is professional level work involving multiple program management, dealing with commanders of other agencies, and being a spokesperson for the Douglas County Sheriff's Office in areas related to first responder mental health and wellness.

Information for which this position is responsible for handling is at times extremely sensitive and this agency and others rely on absolute confidentiality.

**Essential Functions:**

Language Skills: Ability to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships and networking with other law enforcement agencies.

Reasoning Ability: Ability to use principals of logical thinking to define problems, collect data, and problem solve.

Confidential Information: Ability to deal with and manage confidential information.

Computer Skills: Must have intermediate user-level competency with Windows PC operating systems, Records management systems, and other related systems.

Filing Systems: Ability to understand a functional file system.

Interaction: Ability to interact effectively and professionally with the broad range of individuals encountered in law enforcement and the legal and first responder community.

Knowledge: Develop knowledge on a wide range resiliency, wellness, suicide prevention and mental health issues.

**Note:** The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.