



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: August 15, 2023

JOB VACANCY MEMORANDUM NO. 23-18

TITLE: Wellness Specialist

ELEMENT OF ASSIGNMENT: Employee Wellness Section/Human Resources Division

PAY RANGE: 18

STARTING MONTHLY SALARY: \$4,156

VACANCY STATUS: Vacant

EXPIRATION DATE: August 29, 2023

REQUIREMENTS:

Provide crisis intervention, peer support, referrals to support services, and training regarding the areas of emotional, physical, financial, social, and intellectual wellness.

Essential Job Functions: (Functions essential to obtaining job objectives.)

1. Provide crisis intervention to department members and their families; lend support to begin the process of determining the most appropriate services to meet the member's needs.
2. Identify and develop relevant wellness training for members.
3. Educate and assist department members by providing wellness related training material as requested in-person, by telephone or department e-mail.
4. Conduct training for department members at in-service, roll calls, static displays, and the Academy.
5. Facilitate resources for department members who have inquired about assistance, as well as those who have been referred.
6. Maintain and update the Wellness Resource Guide on the department Intranet and in the Employee Wellness Section.

7. Prepare wellness related materials for distribution.
8. Provide referral assistance to department members that will include, but is not limited to: basic needs; mental/emotional health needs; faith-based needs; education and professional training needs.
9. Work closely with the department contracted clinician to facilitate and schedule Critical Incident Debriefs.
10. Provide mentoring and professional development to department members.
11. Participate with and engage consulting services to achieve short term and long-term wellness goals.
12. Conduct bi-weekly meetings with the departments EAP vendor to ensure members are receiving an appropriate level of service.
13. Network and establish relationships with organizations that can serve as a resource for our employees.
14. Maintain confidentiality when working with employees on personal and professional issues. Must have the ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.
15. Analyze and document trends to improve the wellness of employees.
16. Must have the ability to accept, handle, and receive extensive contacts/requests from department members outside of normal duty hours, on weekends, and holidays.
17. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, and be available 24/7, overtime, weekends, and/or respond after-hours to assist with an emergency crisis (e.g. death or serious injury of employee, mass casualty event, etc.) when the need arises.
18. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards (Minimum qualifications needed to perform essential functions.)

To perform the essential functions of this position the incumbent must possess an associate's degree or equivalent coursework; and at least three years of experience as a law enforcement officer.

Position requires knowledge of crisis intervention, problem-solving, decision-making, and strong verbal and written communication skills are required. Incumbent will work independently and must have the ability

to communicate effectively, manage time and maintain effective working relationships with department members and outside resources.

Incumbent is required to have a strong command of various word processing programs, software packages, internet-based communication platforms, databases and spreadsheet preparation.

Must possess a valid driver's license.

Physical Requirements: Position requires the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, telephone and office equipment. Incumbent will be subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, squatting, repetitive motion, and driving.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 75% of the time. Incumbent may be required to work in secure facilities and respond to other department facilities that will require a flexible work schedule.

Equipment: (Machines, devices, tools, etc., used in job performance)

- Personal computer
- Vehicle
- Telephone
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Wellness Supervisor, Rob Blehm** by no later than **AUGUST 29, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **AUGUST 29, 2023**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport

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Commander, Employment Unit