



# Chatham–Kent Police Service

## EXTERNAL/INTERNAL JOB POSTING #020-2024

<b>Position:</b>	Health and Wellness Coordinator
<b>Pay Grade:</b>	Grade 8 – under review by JEC (\$78,625.73-\$88,875.98)
<b>Reports to:</b>	Office of the Chief
<b>Work Location:</b>	Headquarters, Chatham
<b>Hours of Work:</b>	35 hour work week, Monday to Friday

### Essential Qualifications:

- Post secondary degree/diploma in Health Sciences, Health Promotion, Health Education, Counselling Psychology, Occupational Health Nursing, Social Work, Occupational Therapy, Psychosocial Rehabilitation, Crisis Counsellor (or a related discipline or equivalent)
- Minimum 3 years' experience in the field, specifically in the areas of Post Traumatic Stress Injury in front-line or military.
- Experience and knowledge in workplace psychological wellness and safety program development and implementation
- Knowledge and networking experience with Provincial or Federal Mental Health and Wellness services/supports and programing
- Ability to meet police security clearance requirements and to maintain confidentiality
- Possess a valid Class "G" Ontario Driver's License for travel within and outside the region to attend meetings, training and seminars

### Other Qualifications:

- Ability to maintain confidentiality, tact and diplomacy
- Working knowledge of: Employment Standards Act (ESA), Occupational Health & Safety Act, Ontario Human Rights Code, Workplace Safety and Insurance Act and other applicable legislation, Accessibility for Ontarians with Disabilities Act (AODA)
- Experience in WSIB and general knowledge of WSIB claim processes
- Demonstrated ability to use judgement and initiative to make decisions and develop effective and constructive solutions to challenges and obstacles
- Excellent communication, interpersonal skills, active listening skills are required
- Time management and organizational skills required to efficiently complete work with competing deadlines
- Ability to participate as an effective team member and to support and project values compatible with the organization
- Have effective report writing, presentation and communication skills.



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- Experience with developing and implementing individualized reintegration plans based on physical and psychological medical restrictions and capabilities
- Understanding of medical conditions, duration guidelines and resulting work restrictions
- Be able to multi-task and prioritize activities effectively
- Ability to articulate thoughts and ideas clearly, presenting information in a straightforward and logical way
- Work with minimal supervision
- High level of computer skills (Word, Adobe Pro, Excel, Microsoft Office and HRIS Software (OSL))
- Related experience in a policing or paramilitary environment

### General Responsibility:

Plans, develops and promotes sworn and civilian member total health promotion and injury/illness prevention programs as approved through the strategic direction of the Service. Coordinates wellness initiatives and resources and assists with the development and implementation of plans and procedures. Identifies and creates collaborative opportunities with local, municipal, provincial and federal organizations to develop, adopt and promote best practices related to resiliency/wellness in policing. Coordinate reintegration processes for all members, with focus on early and safe return to work. Provide support to the CKPS Wellness Committee, Employee Assistance and Peer Support Programs.

**Start Date:** To be determined

**Closing Date:** Friday August 2, 2024 at 10:00 a.m.

**Resumes with cover letter and references can be submitted directly by e-mail to:**

Emily Murphy, Executive Human Resources Coordinator  
[emilym@chatham-kent.ca](mailto:emilym@chatham-kent.ca)

**NOTE:** *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as require.*