

DIRECTOR OF HEALTH AND WELLNESS

DISTINGUISHING FEATURES OF THE CLASS: The work consists of managing and leading departmental initiatives in various health and wellness areas. The position will further the department's EAP and peer-to-peer network as well as develop new pathways for mental, physical and overall wellness. This is a director position that reports to the Police Commander who oversees Health and Wellness on behalf of the Chief of Police.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manage and lead departmental initiatives in various health and wellness areas
- Support the work of the Albany Police Department in ensuring employees have access to appropriate resources to develop and retain health and wellness resiliency.
- Develop and implement health and wellness programs for Albany police personnel.
- Provide resources for department personnel to community resources related to health and wellness including physical fitness, nutritional wellness, emotional support and wellbeing, and psychological aide.
- Provide strategic oversight of the department's wellness services, including current web and phone-based applications.
- Develop a strategic wellness plan for Albany Police Department.
- Prepare various reports as needed.
- Develop and maintain an annual budget.
- Ensure the collection of appropriate records to support grant funding and reporting in collaboration with the Grants Manager.
- Data entry for surveys, evaluations, etc.
- Maintain annual records of program activities.
- Stay abreast of emerging issues related to health and wellness in a public safety setting.
- Provide triage evaluation of social, occupational, emotional or psychological issues for self-referred employees.
- Conduct wellness checks of individuals involved in a critical incident.
- Conduct group critical incident debriefing.
- Provide outreach to various units of the APD as needed.
- Provide supportive services including brief counseling, referral, and disposition planning.
- Develop and conduct various trainings training to members of the Department.
- Assist in initiative development and draft grant proposals to receive independent funding for these programs.
- Coordinates with health and wellness specialists' activities/programs for the purpose of engaging officers in health and wellness practices.
- Coordinates public service announcements regarding health and wellness initiatives with department public information officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the Albany Police Department and its mission.
- Knowledge of Safety and Wellness initiatives in public safety settings.
- Ability to develop goals and action plans and deliver said in an efficient way.
- Ability to understand and interpret complex written material.
- Ability to communicate effectively.
- Ability to establish and maintain effective and collaborative working relationships.
- Ability to effectively use computerized office management tools.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Public Policy, Public Health, Public Administration, or closely related field and two (2) years' experience in health and wellness administration including one (1) year of supervisory experience; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Public Policy, Public Health, Public Administration, or closely related field and two (3) years' experience in health and wellness administration including one (2) year of supervisory experience; **OR**
- C. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Public Policy, Public Health, Public Administration or closely related field and four (5) years' experience in health and wellness administration including one (3) year of supervisory experience; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.