



WIKWEMIKONG TRIBAL POLICE SERVICE

Wellness Coordinator – Fulltime Position

Position:	Wellness Coordinator
Location:	Wikwemikong Unceded Territory
Salary:	\$92,498
Responsible To:	Inspector / Staff Sergeants and Chief of Police

The Wikwemikong Tribal Police Service is currently seeking and accepting applications for the Wellness Coordinator position.

Summary: Under the direct supervision of the Inspector or Designate and Chief of Police, the Wellness Coordinator will organize, implement, and promote programs and activities to support WTPS employees' mental, physical, emotional, and spiritual health. The Wellness Coordinator will be responsible for the health and wellness of the WTPS staff and support the improvement of a holistic wellness strategy enabling team members to thrive in their positions.

Key Duties/Responsibilities

- Administers wellness programs within the organization.
- Promote wellness and fitness initiatives, as well as collecting feedback from members.
- Collaborate externally and internally to identify possible wellness programs and initiatives.
- Develop wellness plans and programs to support individualized needs.
- Assists employees with concerns, recommendations and referrals for counselling, crisis intervention, treatment and/or preventative methods for overall wellness.
- Maintains accurate, confidential records, and reporting to track and assess employee participation, program incentives, costs and benefits to the organization.
- Prepare reports and proposals for wellness initiatives and action plans.
- Completing reporting requirement to WSIB.
- Assist with preparation and implementation of wellness budget, policies and procedures.
- Motivate employees to participate in wellness programs/initiatives.
- Arrange events and workshops including educational presentations with a broad range of topics.
- Assist members who are on leave with re-integration or return to work coordination.
- Initiate and conduct critical incident debriefs with staff members when or as needed.
- Research, coordinate, develop, and conduct educational seminars, health fairs, and training sessions with police wellness subject matter experts, and organizations for service members.
- Provide supports to Division Commander with respect to an Attendance Management Program.
- Schedule debriefings with front line platoons and crime unit detectives.
- Create and train a peer support team of internal staff that will eventually participate with critical incident debriefings that will assist the Wellness Coordinator with trauma support and resiliency.
- Provide-work with a physical fitness program developed for members of the service to have a personal fitness plan.
- Develop external partner relationships with wellness coordinators from other police services such as The Wounded Warriors of Canada and other providers in the realms of first responder and military organizations.
- Develop return to work objectives and goal setting for members in accommodated duty settings and manage return to work coordination with staff members and medical professionals.
- Develop a resiliency program with external partners that focuses upon members, their spouses and children participation.

- Develop a program that prepares officers and their families for retirement from the police service and assists with that transition.
- Participate and provide support to the Joint Health and Safety Committee.
- Other case management duties as assigned.

Skills/Abilities

- Excellent human relations and interpersonal skills to maintain professionalism to the members of WTPS to ensure the program meets the individual needs and goals.
- Ability to design effective and motivating presentations and programs.
- Health and wellness knowledge.
- Creative abilities to design new wellness programs.
- Motivational skills to encourage participation of wellness initiatives/programs.
- Event management to aid in the development of wellness initiatives/programs.
- Demonstrate and understand the components of teamwork, work independently, and with others in a cooperative and collaborative manner to achieve desired results.

Education and Experience

- Diploma or Degree in Health Education, Social Work or another human service-related field.
- Counselling experience, event planning, and program development would be an asset.
- 3 – 5 years of previous work experience in a related field considered an asset.
- Proficiency in Microsoft Office software applications.
- Must have awareness of First Nation culture and traditions.
- Must possess a valid class G Ontario Driver Licence.
- Ability to maintain confidentiality a MUST and be prepared to take an Oath/Affirmation of Office and Secrecy.
- Must be of good moral character, no criminal record, and must pass a detailed background check.

Employment packages are available and will be emailed to those interested. Interested applicants are to forward their completed electronic employment package, letter of interest/cover letter, detailed resume, copies of relevant diploma/certificates to:

Attention: Richard Flamand, Human Resources Manager
richard.flamand@wtps.ca

Applications will be accepted until March 28, 2025 at 2pm

Individuals of Anishinaabe ancestry are encouraged to apply. Please note, applications will be screened. Only those applicants who pass the screening component will be invited for an interview. Interviews will be scheduled and at that time a decision will be made to consider the successful applicant for hire.