



THE UNITED COUNTIES OF LEEDS AND GRENVILLE
Corporate Services Division

Invites applications for the position of:

Wellness Coordinator

Temporary Full Time

Start Date: As soon as possible

2024 Salary Grid 7: \$44.77 - \$53.29

Location: Brockville, Ontario

Position Summary:

The Wellness Coordinator is responsible for the provision of planning, development, implementation, management, analysis and evaluation of wellbeing programs that support the mental and physical health of the employees. Working with consultants and leadership, identifies needs and develops, coordinates and delivers wellbeing training/education and support programs.

QUALIFICATIONS:

Education, Certification & Licenses

Successful completion of a University Degree in Health Sciences, Workplace Wellness, Health Promotion, or related field or approved equivalent combination of education and experience.

Experience

- Minimum three (3) years of experience in a similar capacity
- Experience in development of policies, including research, writing, interpreting and evaluating policies.
- Knowledge of applicable Standards, Acts, Regulations, Directives, Policies, Legislation and operations pertinent to Paramedics and Long-Term Care would be an asset

Knowledge

- Excellent understanding of mental health support methods
- Proficiency in knowledge transfer and research fluency required to support evidence-based program development
- Knowledge of Psychological Health and Safety Management Systems including peer support and prevention system interventions

Skills and Abilities

COMPETITION: CS-24-069, Wellness Coordinator, TFT
POSTING DATE: May 27, 2024 (4:00 p.m.)
CLOSING DATE: June 6, 2024 (4:00 p.m.)

- Well-developed interpersonal and communication skills both oral and written with the ability to deal effectively with all levels of staff, external organizations, the public, other agencies
- Excellent problem-solving skills
- A team player with a positive and professional disposition
- Awareness of community resources and referrals to organize employee resources
- Demonstrated ability to respect the confidentiality of information and exercise tact and diplomacy
- Team-oriented and skilled in working within a collaborative team environment
- Proficiency in the use of computers including MS Office (Word, Excel, PowerPoint, Outlook), Internet, e-learning modules, social media and wellness engagement platforms
- A valid Class "G" driver's license in good standing and a reliable vehicle to use on corporate business

Summary of Position Responsibilities:

Coordinate Partnerships and Deliver Wellness Programs (30%)

- Investigates and implements intervention methods, building awareness and resiliency of staff to ensure positive physical and mental health as well as de-stigmatization campaigns.
- Conduct regular check-ins with Peer Support groups and continuous program enhancement
- Improve organizational capacity to respond to and support employees for mental health purposes.
- Identify proactive and early intervention initiatives to help employees recognize mental health symptoms, seek treatment when needed, and strengthen their support networks and resilience (e.g., including peer support, return-to-work support initiatives, and training that promotes health coping)
- Advance compassionate, non-judgmental, strength-based and trauma-informed approaches within all levels of the organization
- Foster positive, productive relationships with internal and external stakeholders.
- Represents the Counties on various committees within the community or region in support of collaborative planning, coordinated access, and effective service delivery.
- Complement current initiatives and leverage partnerships. Improve coordination, collaboration, and linkages across relevant organizations, health providers and community resources to support all employees.

Policy and Program Development (25%)

- Conduct needs assessments to identify gaps in employee wellness knowledge and program offerings; gather qualitative input and insight from employees with lived experience to inform policies and programs.
- Conducts research, critically assesses information and develops and administers proactive

solutions to increase health awareness in staff

- Designs new or modifies existing wellness programs within a system, implements, coordinates and monitors these programs.
- Support the development and implementation of a strategic plan for health and wellness initiatives and programs.
- Keeps abreast of legislative changes to anticipate compliance gaps in order to develop strategies, programs, and training opportunities to meet requirements and due diligence
- Stay up-to-date on current trends in the wellness industry to ensure programs remain relevant and engaging.
- Liaises with independent consultants, suppliers and other relevant partners/stakeholders regarding policy and program design.
- Drafts grant applications for specialized funding for Mental Health Initiatives for Paramedics and frontline staff in Long-Term Care.

Direct Support and System Navigation (10%)

- Working collaboratively with Human Resources staff and Division leaders to provide input and recommendations to assist employees with their early and safe return to work and/or recovery at work post-mental health concern/injury
- Serve as a resource for employees seeking information on health and wellness topics.
- Act as system navigator, aiding employees in accessing evidence-based resources that are culturally relevant or can be adapted to be so.

Education and Promotion (25%)

- Delivers educational programming including presentations, workshops and training sessions to employees based on needs of each group.
- Effectively communicate policies, programs and processes to employees, Managers and Directors.
- Educate employees on the importance of self-care, physical activity, proper nutrition, stress management, and other health-related topics.
- Promote healthy lifestyle choices through on-site programming, lunch and learns, newsletters, social media, and other channels.
- Ensure parity between physical and mental health, reinforcing such parity and breaking down systemic stigmatizing barriers.

Program Evaluation and Reporting (10%)

- Measure performance against objectives set, relative to key local, provincial and sectoral indicators or benchmarks.
- Monitor program participation and outcomes, making necessary adjustments to ensure desired results are achieved.
- Maintain accurate records of program activities and participant data.

- Prepare and contributes to timely reports on program effectiveness and make recommendations for improvement
- Develop a feedback tool to gauge timeliness and usefulness of services provided post event or training
- Responsible for gathering and analyzing data to measure program success on wellness initiatives and compiling an annual comprehensive report that outlines the financial impact of the wellness program. Base initiatives on evidence of what works or shows promise of working.

Other related duties, as requested and required.

LEGISLATIVE REQUIREMENTS:

- Perform responsibilities of position within legislative and regulatory standards set out in applicable Federal and Provincial Legislation; Municipal Acts, By-Laws and Operational and Human Resource policies/codes of the United Counties of Leeds and Grenville.
- Ensure a high level of respect for confidentiality for both the organization as a whole and staff as per the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Protect health and safety of self and others via safe work practices, immediately reporting unsafe conditions and attending all relevant in-services regarding occupational health and safety. Follow all guidelines for employees/employers as legislated under the Ontario Health and Safety Act.
- Adhere to applicable legislation, including Employment Standards Act, Labour Relations Act, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Personal Health Information Protection Act, and other applicable Human Resources legislation.
- As set out in the United Counties of Leeds and Grenville's Emergency Plan, perform duties upon the declaration of an emergency.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

How to Apply:

Cover letter should reference **Competition # CS-24-069 Wellness Coordinator, TFT** and application submitted by email to careers@uclg.on.ca **by 4:00 p.m. on /before June 6, 2024.** Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act.**

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 or using the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.