City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Wellness Coordinator</th>
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<tbody>
<tr>
<td>Base Salary</td>
<td>POWC</td>
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<tr>
<td>Pay Grade:</td>
<td>NU14</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing programmatic development and administrative support to the individuals and teams responsible for peer mentoring, peer support services, and wellness activities. The Wellness Coordinator will be utilized to develop new concepts and improve current processes and services.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Develops framework and strategic plan for the wellness program and supplemental program goals.
- Conducts wellness outreach and planning within the Department and Community.
- Creates and implements a strategic plan for the development and implementation of wellness program, peer mentoring, and mental health services.
- Conducts research to improve the wellness program, peer mentoring, and mental health services.
- Serves as a liaison with community partners.
- Assists Peer Support Team with conducting peer mentoring and program accountability.
- Collects and disseminates qualitative and quantitative data on the wellness program.
- Identifies a needs assessment by mapping wellness resources within the community and Department.
- Supports and enhances Peer Support Activities.
- Some travel outside of Rapid City will be required.

**Qualifications:**

**Education and/or Experience:**

Bachelors or graduate degree from an accredited university or college in criminal justice, social services, business administration, or related field and prior experience and/or demonstrated knowledge and/or background in peer mentoring and wellness preferred; or a combination of education and experience deemed acceptable to the hiring authority.

**Certifications**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work consists of an office and field environment. No adverse environmental conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, an employee must be able to physically perform the basic life operational functions such as walking, typing, standing, and reaching. The employee must be able to perform sedentary work.