

**PUBLIC SAFETY HEALTH AND WELLNESS COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing, implementing, and managing health and wellness programs for public safety personnel and promoting health and wellness initiatives and activities in a variety of settings. This role aims to enhance the physical, mental, and emotional well-being of staff, ensuring a healthy and resilient workforce. The Coordinator will collaborate with various internal and external stakeholders to promote best practices in health and wellness, assess staff needs, provide training, evaluate the effectiveness of wellness initiatives, and support the overall mission of the Division of Public Safety. This work is performed under the general supervision of authorized employees of the Division of Public Safety. Work hours to include days, evenings and weekends as needed. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develop and implement health and wellness programs tailored to the unique needs of public safety

personnel, including but not limited to fitness, nutrition, mental health, and stress management initiatives;

Establish metrics to evaluate the effectiveness of health and wellness programs;

Conduct assessments to identify health risks and wellness needs within the department;

Collaborate with healthcare providers, mental health professionals, and community organizations to enhance wellness offerings and support services;

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Facilitate training sessions, workshops, and seminars on health topics, resilience, and coping strategies for public safety employees and organize health and wellness events such as health screenings, health fairs, etc.;

Provide support and resources for public safety staff during critical incidents and/or traumatic events, facilitating access to mental health services;

Develop materials and communication strategies to promote health initiatives and keep personnel informed about available resources and programs;

Promote a culture of health and wellness within the public safety organization, encouraging participation in wellness programs and initiatives; and

Assist in management of budget related to health and wellness programs and seek funding opportunities, including grants and community partnerships.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Strong knowledge of health and wellness principles, nutrition, fitness, and mental health; excellent communication and interpersonal skills; organizational and time-management abilities; ability to work collaboratively with diverse groups and individuals; proficiency in data analysis and program evaluation; knowledge of health promotion strategies and best practices; ability to present ideas clearly and effectively, both orally and in writing; and good judgment.

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- (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 Health, Health Promotion, Health Studies, Psychology, Social Work, or a related field;  
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 Health, Health Promotion, Health Studies, Psychology, Social Work, or a related field with two (2) years of experience in health and wellness program development/implementation, preferably in a public safety or similar environment; or  
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 Health, Health Promotion, Health Studies, Psychology, Social Work, or a related field with four (4) years of experience in health and wellness program development/implementation, preferably in a public safety or similar environment; or
- (D) Graduation from high school, or possession of a high school equivalency diploma and six (6) years of experience in health and wellness program development/implementation, preferably in a public safety or similar environment;

*NOTE: Experience in crisis intervention and mental health support is preferred.*

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*SPECIAL REQUIREMENT: Candidates must possess a valid driver's license.*

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 1/31/2025

Jurisdictional Class: Competitive

Public Hearing: n/a

NYS Civil Service Commission Approval: n/a

Reviewed and placed in Classplan: 2/24/2025 (Edu)