



## **Director of Wellness | Chicago Police Department | Job Description**

### **Mission**

The Chicago Police Department, as part of, and empowered by, the community, is committed to protect the lives, property, and rights of all people, to maintain order, and to enforce the law impartially. We will provide quality police service in partnership with other members of the community. To fulfill our mission, we will strive to attain the highest degree of ethical behavior and professional conduct at all times.

### **Background - Chicago Police Department (CPD)**

CPD is the largest department in the City of Chicago. The Department is composed of over 12,000 members and provides service to the entirety of Chicago 24 hours a day, 365 days a year. Key pillars of CPD's operations include officer wellness, growing community trust, ensuring public safety, strengthening investigations, and transformational change through reform.

### **Role of the Director of Wellness**

The Chicago Police Department is seeking to hire a Director of Wellness to participate in the Department's efforts to enhance wellness services for members of the Chicago Police Department and their families. In addition, this position will be responsible for managing all compliance with the officer wellness requirements of the consent decree. The successful candidate will be able to develop and execute a wellness strategy, communicate the strategy internally and externally, and put in place systems and processes for managing the delivery of the strategy. The successful candidate will also have demonstrated competency managing and building a team as well as experience building systems and tools to facilitate management operations. This position will report to the Deputy Chief of the Training and Support Group in CPD's Office of Constitutional Policing and Reform.

### **Key Functions**

- Develop and implement overall strategy for health & wellness programs ensuring competitive, cost-effective plans that drive a wellness culture that inspires, motivates, and equips employees to adapt and maintain a healthy lifestyle
- Work to achieve and maintain compliance with consent decree officer wellness deliverables
- Work with PSA to manage benefit programs, vendors, and other HR associates for services, premiums, and plan administration in working with the Department of Finance for the City of Chicago.
- Ensure that plans comply with federal, state and local laws and regulations. Establishes and monitors processes and controls to ensure ongoing compliance.
- Direct communication strategy to promote and continuously educate employees on benefit and well-being programs in partnership with the Training Academy
- Explore ideas and opportunities to personalize the program to increase employee participation

- Counsel and support employees regarding their coverage and options according to established policies
- Create and implement integration plans for staff returning from medical and family leave
- Create and support bereavement groups and trauma response groups in partnership with the CPD
- Engage stakeholders in partnership and strategy to fulfill strategic plan
- Provide training on mental health issues including burn out, compassion fatigue, etc. to community partners and law enforcement
- Keep abreast of current national wellness and wellbeing initiatives and activities, developing a network of resources
- Create procedures for traumatic incidents
- Perform other duties as assigned

### **Minimum Qualifications**

- PHD or master's degree in organizational psychology, Psychiatry, Social Work
- Strong verbal and written communication skills
- Prior experience with the mental health system and crisis situations.
- Expertise in mental health benefits for employees
- Prior experience in managing a team and creating a supportive environment
- Demonstrated commitment to serving underrepresented and vulnerable populations, including social and racial/ethnic minorities as well as those living with mental illnesses and/or substance use disorders
- Proficiency in Microsoft Windows, Microsoft Office, and database management.

**NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Cover letter and resume -may be submitted to: [Ryan.Fitzsimons@cityofchicago.org](mailto:Ryan.Fitzsimons@cityofchicago.org)**

NOTE: A background investigation will be completed on the candidate selected for this position.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.**

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago**  
Lori E. Lightfoot, Mayor

**Department of Human Resources**  
Christopher Owen, Commissioner