

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Wellbeing Program Coordinator

Position Number: 16008

Location: Helena

Department: Transportation

Bureau: People Operations

Section and Unit: n/a

Job Overview:

This position is responsible for designing and implementing a program which promotes the physical, mental, and emotional well-being of employees, fostering a positive and healthy workplace. Responsible for improving employee engagement, productivity, and job satisfaction. This position reports to the General Operations Manager or designee and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Program Development and Management 75%

- Develop and implement a Wellbeing Program. This program will provide resources for employees to support their physical, mental and emotional well-being.
- Identify opportunities for organizational support focused on the development of a resilient workforce able to confidently manage stress. Develop related tools, resources and guidance.
- Provide employee coaching, support, and resources to ensure they are well equipped to respond to and recover from personal and professional challenges. This includes Employee Assistance Program (EAP) services, FMLA, ADA, and network to community resources.
- Partner with HR and employees to support and assist with the discipline process.
- Develop metrics and track the effectiveness of the well-being program. Make recommendations to management for program adjustments based on data.
- Research the current best practices for employee well-being programs. Implement those practices into this program.
- Develop and manage the budget for well-being programs and initiatives.

Outreach, Coordination and Partner Integration 20%

- Plans and coordinates MDT health awareness events, activities, and challenges to promote employee well-being throughout the Divisions and Districts.
- Partners with HROS employees and other Department employees to promote program initiatives and information to Divisions and Districts.
- Work with department management to encourage participation in wellness programs.
- Collaborate with other state agencies on well-being program initiatives.

Other Duties 5%

Performs a variety of other duties as assigned by the People Operations Bureau Division and MDT Leadership in support of the Department mission and objectives.

Supervision

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

Work is performed in an office and field setting. Occasional periods of walking, standing, bending, and driving.

Knowledge, Skills and Abilities (Behaviors):

Requires extensive knowledge of well-being standards and best practices; knowledge and ability to develop organizational, group and individual plans; and training to address specific needs.

Extensive knowledge and experience with critical incidents, acute stress events, and mental health impacts. Extensive knowledge and experience of managing organizational change and leadership development, including resiliency training and support.

Skill and ability to, effectively and concisely, communicate (verbal and written) complex information during times of heightened stress or emotional distress; diffuse controversy; by developing and maintaining positive and effective working relationships with employees.

Requires active listening, verbal communication, persuasion, critical thinking, service orientation, compassion, empathy, organization, self-direction, and leadership.

Ability to perform work independently and with little direction or oversight. Must effectively prioritize workload, independently make decisions with minimal supervision and have the skill and ability to rapidly synthesize critical information to implement appropriate actions.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in a social services, human resources, public health, or a related field.

The position requires a minimum of 5 years of progressively responsible job-related experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check

☐ Valid driver's license

☒ Background check

☐ Other; Describe.

none Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Program Specialist 1

Job Code: B1J011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date