

POSTING DATE: August 15, 2023

CLOSING DATE: Open Until Filled



HUMAN RESOURCES DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 2116

TITLE: WELLNESS COORDINATOR

DESCRIPTION: A Wellness Coordinator position exists within the Missouri State Highway Patrol's Human Resources Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits.

This position may be eligible for teleworking.

POSITION SUMMARY: This position is responsible for coordinating various statewide initiatives, to include, but not limited to DEFENSE, Mental Health Check-In, Chaplaincy Program, Cordico application, etc. An employee in this classification is expected to coordinate proactive health and wellness programs, information, and activities for employees of the Patrol. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

Possess a bachelor's degree from an accredited college or university in a related field, and two years experience in the knowledge, skills, and abilities associated with this position.

NECESSARY SPECIAL REQUIREMENTS: Must possess and maintain a valid driver license.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must attend and successfully pass Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

SALARY RANGE (Semi-monthly): The salary range is \$1,665.00- \$2,252.00.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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