

Job Title: Mental Wellness Coach
Division: Compass
Status: Full-time
Salary Range: \$47,017-\$53,552



Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at www.cityofhuntington.com. Click on “City Government,” and then “Employment Opportunities.” Applications/resumes will be received through the close of business on Wednesday, April 23, 2025.

COMPASS MENTAL WELLNESS COACH

Job Category: Administrative
Department: Administration and Finance
Division: Compass

Job Code No.: COMP-02
Pay Grade: A13
FLSA Status: Exempt

NATURE OF WORK

This is a highly **professional, mental health-focused position** providing direct support, training, and programming to **enhance resilience, reduce stress, and prevent burnout** among first responders. The employee is responsible for coordinating **comprehensive wellness services**, including mental health training, critical incident debriefings, and crisis support programs.

This role is a **critical point of contact for first responders in the Huntington Fire and Police Departments**, providing mental health education, proactive coaching, and referrals to additional resources. The employee works closely with other program staff, City leadership, first responders, and key stakeholders to ensure **long-term wellness support**. Work is performed under the general direction of the Program Director.

The Mental Wellness Coach focuses on the following:

- Develops and implements mental health-focused wellness strategies tailored to first responders, in collaboration with physical wellness coaches to promote holistic well-being.
- Conducts one-on-one coaching sessions to assess individual needs, provide personalized guidance, and support mind-body wellness.
- Offers trauma-informed support, crisis intervention, and referrals to professional mental health services when needed.
- Organizes and leads educational workshops on stress management, PTSD awareness, resilience building, and crisis response techniques.
- Partners with physical wellness coaches to integrate mental and physical health initiatives, ensuring a comprehensive wellness approach.

- Collaborates with City leadership to establish and refine policies and procedures that support first responder mental health and overall wellness.
- Participates in cross-disciplinary wellness programs, promoting the connection between mental health, physical fitness, and job performance.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in psychology, counseling, social work or related field preferable; minimum of two (2) years of professional experience in mental health, crisis intervention, or wellness programming; experience in working with first responders, military personal, or high-stress professions preferable; or any equivalent combination of education and experience.

Valid driver's license from state in which employee resides and ability to travel locally as needed.

Must be able to pass background check and pre-employment drug screen.

Must be able to work flexible hours, including occasional evenings and weekends, to accommodate the schedule of first responders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Mental Health Coaching & Support

- Establishes **trusted relationships** with first responders to encourage mental wellness participation.
- Conducts **one-on-one mental health coaching sessions** to address stress management, burnout, and trauma recovery.
- Provides **guidance on coping skills** and strategies for managing critical incidents.
- Educates first responders on **mental health warning signs** and prevention techniques.
- **Facilitates focus groups, surveys, and direct feedback sessions** to assess mental health needs.
- Maintains **confidentiality and discretion** in all interactions.

Training & Educational Programming

- Develops and leads **mental health training programs** tailored to first responders.
- Creates **customized workshops** on PTSD, resilience building, and managing occupational stress.
- Provides **train-the-trainer sessions** for supervisors on recognizing and addressing mental health concerns.
- Participates in **post-critical incident debriefings** and wellness check-ins after traumatic events as warranted.
- Commits to ongoing education and training to enhance personal expertise in mental health, trauma-informed care, and wellness coaching, ensuring up-to-date, evidence-based support for first responders.

Wellness Program Management & Administration

- Oversees and coordinates **wellness initiatives** such as yoga, guided meditation, and peer support programs.

- Organizes **lunch-and-learns, mental health awareness campaigns, and support group sessions.**
- Maintains **records of program participation, effectiveness, and impact.**
- Generates reports on **wellness program tracking, risk assessment, and service utilization.**
- Assists in developing and maintaining **training materials, process maps, and educational resources.**

Collaboration & Policy Development

- Works with **City leadership, police, and fire department leadership** to implement policies that promote first responder well-being.
- Stays informed on **national best practices in first responder mental health** and apply them to COMPASS's programming.
- Serves as the primary liaison between **first responders and external mental health professionals.**
- Works closely with physical fitness coach to collaborate and serve first responders.
- Models healthy working relationships with existing program staff.
- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Considerable **understanding of first responder culture**, stressors, and trauma-related challenges.

Strong knowledge of **self-care strategies, stress management techniques, and trauma recovery methods.**

Knowledge of **mental health treatment models**, crisis response, and intervention techniques.

Experience in **developing and facilitating wellness trainings.**

Excellent communication skills, both written and verbal.

Strong **public speaking and group facilitation skills.**

Proficiency in Microsoft Office.

Ability to maintain **detailed records and generate wellness program reports.**

Ability to work independently while effectively **collaborating with others.**

Ability to develop and maintain effective working relationships with City leaders, first responders and educational, health, and counseling professionals.

Ability to handle confidential information and matters in a discreet and professional manner.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, projector, wellness tracking software, and standard office equipment.

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 job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell.

The employee may occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT

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 is performed in the office and outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in **emergency and high-stress situations**.

The noise level in the office environment is usually moderately quiet in the office and moderately loud in the field.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.