

Framework to Support Workforce Wellness



The purpose of this document is to:

Identify and disseminate a framework that supports the workforce in managing the impact of stress and normalizing trauma responses experienced following challenging situations.



What is a Trauma Informed Organization

A trauma informed organization recognizes that their staff and organization can be impacted by the trauma experienced by the people they serve, and the policies created by entities outside of the organization. An organization that is trauma informed recognizes that trauma directly or indirectly impacts its staff, and focuses on helping alleviate the impact of trauma on staff.

A key element of a trauma informed organization is that the organization designates a person or persons to be a trauma champion(s). This person(s):

- is the subject matter designee on trauma in the workplace.
- is a member of the Fairfax County Trauma Informed Community Network (TICN).
- brings information back to the organization on what is happening at the TICN.
- stays up to date with the latest research on the impact of trauma in the workplace.
- reviews the Trauma Informed Checklist every six months with all employees of their respective organization.



Trauma Informed Checklist

Instructions for use: Every organization is different and may be at different stages in becoming a trauma informed organization. Each level of the organization plays a role in the wellness of its staff. Staff wellness begins with the policies and procedures of the organization. People in leadership positions can model wellness and supervisors can encourage staff to take care of themselves. An organization who is at the beginning stage may want to look at Proactive Procedures before moving

onto other areas. An organization who already sees themselves as a trauma informed organization may want to use this checklist to see how they are doing.

Proactive Procedures				
Proactive Action	Yes	No	Needs Improvement	Plans to Improve
Develops wellness procedures/policies for organization based on staff input				
Encourages life/work balance				
Makes wellness part of the onboarding process				
Offers on demand counseling either through an Employee Assistance Program or other means				
Offers realistic job and volunteer descriptions/previews				
Offers trainings in how to deal with secondary trauma				
Offers 'Wellness Days' instead of 'Sick Leave'				
Trains staff and volunteers in providing trauma informed care				

Leadership Procedures

Leadership Action	Yes	No	Needs Improvement	Plans to Improve
Allows & encourages staff to step away from work if it is needed outside of official breaks				
Designates a person(s) to be the organization's Trauma Champion				
Models a life/work balance to all staff				
Models wellness to all staff				
Normalizes the idea that stress is part of the job				
Re-evaluates the organization's wellness plan based on staff feedback				

Supervisor Procedures

Supervisor Action	Yes	No	Needs Improvement	Plans to Improve
Asks questions during interviews that address the impact of trauma				
Encourages staff to check in with each other				
Encourages staff to develop a wellness plan				
Encourages staff to take wellness breaks during their work time				
Makes checking in on the staff's wellness a part of one-on-one meetings				
Reviews workloads on a regular basis and adjusts when needed				
Facilitates conversations about stress during staff meetings				