

**TAMALPAIS UNION HIGH SCHOOL DISTRICT**  
Larkspur, California

**JOB DESCRIPTION**

**WELLNESS COORDINATOR**

**DEFINITION:**

This is a certificated position.

Under the direction and supervision of the Wellness Director, the Wellness Coordinator is responsible for running the Wellness Center at Redwood High School, including: program implementation, day-to-day operations, coordinating direct services, and spearheading school-wide prevention and education efforts. The Wellness Coordinator also assures compliance with laws, codes, and regulations related to student support and wellness services; evaluates assigned personnel; and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's strategic plan.

**DUTIES AND RESPONSIBILITIES:**

**WELLNESS CENTER IMPLEMENTATION AND OPERATIONS**

Coordinate the provision of case management, 1:1 counseling, substance abuse counseling, support groups, reproductive health services, nursing services and crisis intervention services.

Collaborate with site staff (including administration, school counselors, school psychologists, special education, teachers and classified school staff) and Wellness team to ensure collaboration, implementation, and alignment of Wellness programs and services on site.

Coordinate weekly business and case management meetings with Wellness Team.

Manage the Wellness student referral and case management system.

Coordinate a Youth Development Program in collaboration with Peer Resource and Wellness Outreach Worker.

Oversee Wellness site budget.

Serve as on-site supervisor of Wellness Outreach Worker.

**SCHOOL HEALTH PROMOTION AND COORDINATION OF SERVICES**

Promote health and wellness school-wide, support overall school climate and assist in implementation of school site Support Plan.

Develop and implement ongoing Wellness outreach and communications to school staff, students, parents and community.

Participate, engage in and provide resources in Case Review Team meeting, Student Success Team meetings, Student Attendance Review Board meetings and other site-based intervention programs for students.

Coordinate professional development opportunities for staff and parents.

Facilitate classroom workshops re: health and wellness topics.

Plan and implement school-wide health awareness events.

Partner with Social Issues classes and other departments and teachers to integrate Wellness into the classroom.

Liaise with student clubs, Leadership, Link Crew and other student groups.

Coordinate Signs of Suicide (SOS) program with school psychologist, Peer Resource and all Social Issues classes and the TeenScreen program with Family Service Agency.

Liaise with Counseling Enriched Classroom.

Offer ongoing consultation to Wellness staff, school staff and administration regarding student health and wellness issues.

Ensure youth voice and leadership within Wellness through the development of a Student Advisory Council, partnership with Peer Resource and other identified opportunities.

Participate and support the work of the Wellness Advisory Board, in collaboration with the Wellness Director.

Support site specific Wellness Website.

### **DIRECT WELLNESS SERVICES**

Conduct initial assessments and triage, provide case management, crisis counseling and intervention.

Supervise and implement reproductive health services and Condom Availability Program on campus.

Co-facilitate and coordinate a variety of support/empowerment groups on campus for students.

*\*Note: No more than 25% of Wellness Coordinator job duties to include direct services*

### **COMMUNITY PARTNERSHIPS**

Collaborate with Wellness Outreach Worker to assess site needs and coordinate community partners to provide student Wellness services on and off campus.

Establish site agreements with community-based organizations, provide site orientation, and monitor their provision of services on site.

Work with community partners to maintain on and off site services and referrals for students, families and staff.

Solicit donations to support Wellness Center programming.

Facilitate ongoing and effective communication between Wellness Center and community partners.

### **DATA COLLECTION, REPORTING & PROGRAM MONITORING/EVALUATION**

Develop and implement annual Wellness Center work plan in collaboration with Wellness Director and Wellness team.

Adhere to Wellness Center minimum standards and implement a Wellness program that meets and exceeds these standards.

Complete ongoing program service documentation and data entry.

Maintain case management referral and filing system of all referred and registered program clients.

Oversee Wellness Team and program service utilization data and data entry.

Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey.

Manage reporting for the purpose of ensuring compliance with Ed Code, board policy and legal mandates.

### **KNOWLEDGE, ABILITIES, SKILLS REQUIRED:**

Ability to organize, plan, coordinate and direct a variety of programs and services.

Ability to establish and maintain effective working relationships with others.

Demonstrates an extensive knowledge of adolescent health, mental health, substance use/abuse and reproductive health.

Demonstrates excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).

Demonstrates effective listening skills.

Demonstrates effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.

Demonstrates effective collaboration and problem-solving skills when working with other district and outside agency personnel.

Mastery of basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system)

Demonstrated ability to take initiative and provide self-directed leadership at the school site level.

### **QUALIFICATIONS**

Possession of a Masters of Social Work and/or related field with Pupil Personnel Services Credential required, with at least 3 years experience in mental health coordination, outreach, education and case management.

Experience collaborating with community-based organizations (CBOs) and other local agencies.

Experience providing case management, counseling, and facilitating support groups.

Experience supervising employees and student interns.

Excellent communication and interpersonal skills, experience working with multidisciplinary teams, bicultural, bilingual a plus.

Knowledge and experience with computers, including: word processing, databases, and internet.

Knowledge and experience working with the Coordinated/Comprehensive School Health Model.

Prior experience with Wellness/School Based Health Centers is highly desirable.

### **SALARY AND TERMS**

- 196 Days
- Placement on the 2015-16 Salary Schedule; \$64,149 - \$86,756.  
Salary placement is based on education and experience. Credit is given for up to 7 years experience.

Adopted by Board of Trustees: 5/12/15

Revised: 6/23/15