

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

JOB DESCRIPTION

WELLNESS OUTREACH SPECIALIST

DEFINITION:

This is a classified position.

Under the direction and supervision of the Wellness Coordinator, the Wellness Outreach Worker provides support for the Wellness Center by greeting and triaging students; liaising with community providers; providing organizational support for Wellness-related services, school events and partnerships; scheduling student appointments; assisting the Wellness Coordinator with case management duties; and assisting with documentation and data collection.

DUTIES AND RESPONSIBILITIES:

WELLNESS CENTER DROP IN SUPPORT

Maintain a consistent presence in the Wellness Center, especially during drop-in hours.

Manage an orderly flow of students in and out of the Wellness Center.

Meet, greet and triage all students within the Wellness Center.

Gather and provide health education resources to students.

Create and maintain inviting space for students.

WELLNESS SERVICES AND SUPPORTS

Collaborate with Wellness Team to make appropriate referrals of students to members of the Wellness Team, to on and off site services and/or to school site programs or personnel.

Track referrals and follow-up with students in collaboration with Wellness Coordinator.

Solicit referrals for group and individual Wellness services.

Oversee coordination of Wellness support/empowerment groups.

Coordinate school-wide health awareness events with Wellness Coordinator and Peer Resource.

Support Wellness Youth Development Program in partnership with Wellness Coordinator and Peer Resource.

Attend Case Review Team, Student Success Team and Case Management meetings, as appropriate.

Attend and participate in weekly Wellness Business meetings with Wellness Team members.

ESTABLISH AND MAINTAIN COLLABORATIVE PARTNERSHIPS WITH COMMUNITY BASED ORGANIZATIONS (CBO) ON AND OFF SITE

Compile and maintain list of community resources for health, mental health, substance use/abuse and reproductive health services for teens.

Assist Wellness Coordinator in assessing site needs and developing new community partnerships.

Assist students in making Sensitive Services Appointments, on and off site.

Bring resources to Case Review Team meetings and make resources available on website.

Bring community partners on-site to support Wellness education and prevention programming.

Assist Wellness Coordinator with on-site community partner orientation to school and Wellness Center.

Promote CBO services to students and families through creative outreach strategies.

WELLNESS OUTREACH

Facilitate outreach for Wellness Center including site-specific outreach materials and presentations.

Publicize Wellness support/empowerment groups, school-wide health events and classroom workshops.

Act as Wellness Liaison for Student Clubs.

Monitor and maintain site-specific Wellness Website.

Conduct regular Wellness outreach on Redwood TV, Daily Twig/Bulletin.

Assist Wellness Coordinator with outreach at Back-to-School Nights, PTSA Meetings, School Site Council, etc.

DOCUMENTATION AND DATA COLLECTION

Document students seen and activities performed with Wellness Outreach Worker.

Enter all student utilization data for Wellness providers (specifically CBOs).

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

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

Ability to stay calm under pressure, multi-task and oversee day-to-day Wellness Center flow and triage of high school students.

Ability to establish and maintain effective working relationships with others.

Demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, and community partners).

Demonstrate effective listening skills.

Demonstrate 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.

Demonstrate ability to take initiative and provide self-directed leadership within the Wellness Center.

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

QUALIFICATIONS

One or more years of experience in mental health related activities and/or case management preferred.

Possession of a Bachelor's degree in psychology, social work, public health or other health and wellness related field preferred.

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

Experience providing case management or support services to teens preferred.

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.

PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

SALARY AND TERMS

- 188 days
- Placement on the Classified Salary Schedule, 22.5

Approved Board of Trustees: 7/21/15