

## **WELLNESS COORDINATOR JOB ROLES AND RESPONSIBILITIES\***

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### **Wellness Center Implementation and Operations**

- Coordinate the provision of 1:1 counseling, substance abuse counseling, case management, support groups, reproductive health services, nursing services and crisis intervention services
- Develop and supervise Wellness Team in implementing the Wellness Center
- Manage the Wellness student referral and case management system
- Coordinate programs and services with administration, school counselors, school psychologists, special education, teachers and school staff
- Coordinate Youth Outreach Program with Peer Resource and Wellness Outreach Worker
- Oversee Wellness site budget

### **School Wide Health Promotion and Coordination of Services**

- Promote health and wellness school-wide
- Assist in implementation of school site Support Plan
- Outreach and communications to school staff, students, parents and community (9<sup>th</sup> grade orientation, Back to School Night, Registration, TWIG, BARK, etc)
- Participate and engage in CRT, SST, SARB and other support services
- 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 departments to integrate Wellness into the classroom
- Liaise with student clubs, Leadership, Link Crew and other student groups
- Coordinate Signs of Suicide (SOS) program with Peer Resource and all Social Issues classes
- Coordinate Teen Screen with AP
- Liaise with Counseling Enrich Classroom
- Offer ongoing consultation to Wellness staff and School staff regarding student health and wellness issues
- Ensure youth voice and leadership within Wellness through Student Advisory Council, partnership with Peer Resource and other identified opportunities
- Support site specific Wellness Website

### **Direct Wellness Services**

- Initial assessments and triage
- Case management
- Crisis counseling and intervention
- Reproductive health services and Condom Availability Program
- Support group facilitation

**Community Partnerships**

- Collaborate with Wellness Outreach Worker to assess site needs and coordinate community partners to provide student Wellness services on campus
- Work with community partners to maintain on and off site services and referrals for students

**Data Collection, Reporting and Program Evaluation**

- Develop and implement annual Wellness Center work plan
- Adhere to Wellness Center minimum standards
- Maintain case management referral and filing system of all referred and registered program clients
- Data entry
- Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey

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*\*DRAFT– Not official Job Description*