

WELLNESS OUTREACH WORKER ROLES AND RESPONSIBILITIES*

Wellness Center Drop In support

- Front line staff at Wellness Center
- Meet, greet and triage all students
- Create and maintain inviting space for students (tea, water, snacks, safe space, health and Wellness info available)
- Conduct crisis assessments

Establish and Maintain Collaborative Partnerships with Community Based Organizations (CBOs) Off Site

- Compile and maintain list of community resources off site, conduct site visits, assess site needs and develop new partnerships
- Assist students in making Sensitive Services Appointments off site
- Case management and makes referrals off site services
- Bring resources to CRT and share on website
- Bring community partners on site to support education and prevention programming

Establish and Maintain Collaborative Partnerships with Community Based Organizations (CBOs) Within Wellness On Site

- Oversee and build Wellness community partnerships, oversees orientation, yearly needs assessment
- Oversee Community Based Organization (CBO) MOU process
- Case management and makes referrals to Wellness team and on site CBO services
- Promote CBO services to students and families through creative outreach strategies

Wellness Support/Empowerment Groups

- Develop support group curriculum and co-facilitate groups with counselors, interns and community partners
- Solicit referrals for groups
- Oversee coordination of groups

Wellness Education and Prevention

- Present in classrooms on health and wellness topics
- Develop health education workshops and resources for students
- Coordinate school wide health awareness events

Wellness Outreach

- Wellness Liaison for Student Clubs
- Outreach for Wellness Center – site specific outreach materials, presentations

- Organize and publicize support groups, school wide health events and classroom workshops
- Build and maintain site specific Wellness Website
- Wellness Question of the Week
- Wellness outreach on Redwood TV, Daily Twig/Bulletin
- Back to School Nights, PTSA Meetings, SSC

Serve as Youth Outreach Coordinator In Partnership With Peer Resource

- Oversees youth development program and partnership with Peer Resource
- Presents in PR class weekly and regular coordination with PR Teacher

Documentation and Data Collection

- Enter all data for Wellness provider utilization and services
- Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey

**DRAFT– Not official Job Description*