

## NOVATO UNIFIED SCHOOL DISTRICT

<b>POSITION:</b>	<b>WELLNESS HUB PROGRAM SPECIALIST</b>
<b>CLASSIFICATION:</b>	<b>CLASSIFIED SUPERVISOR</b>
<b>SALARY RANGE:</b>	<b>Occupational Therapists, Wellness Hub Program Specialist and Mental Health Clinicians Salary Schedule</b>
<b>WORK YEAR:</b>	<b>196 DAYS CLASSIFIED</b>

### DESCRIPTION OF POSITION

Under the direction and supervision of the Student Support and Wellness Coordinator, the Wellness Hub Specialist is responsible for running the Wellness Center, which includes: program implementation, day-to-day operations, coordinating direct services, and spearheading tier one prevention and education efforts. The Wellness Hub Specialist also assures compliance with law, 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. No more than 25% of this position shall include direct services.

### 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 Coordination of Services Team (COST) with the Wellness Team
- Manage the Wellness student referral and case management data system
- Coordinate student voice opportunities in collaboration with Wellness Hub Manager
- Oversee Wellness site budget
- Serve as on-site supervisor of Wellness Hub Manager

#### 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 in Student Success Team meetings, Student Attendance Review Team meetings and other site-based intervention programs for students as needed
- 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 teachers to integrate Wellness into the classroom
- Liaise with student clubs, Leadership, Link Crew and other student groups
- Coordinate suicide prevention programming and curriculum with school psychologist, Wellness staff, community partners and school counselors on an annual basis

- 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 other identified opportunities and student groups
- Participate and support the work of the District Wellness Collaborative in partnership with the Student Support and Wellness Coordinator
- Support site specific Wellness Website
- Participate in the coordination of the district wide Wellness events and programming

### **Direct Wellness Services**

- Conduct initial assessments and triage, provide case management, crisis counseling and intervention
- Supervise and implement reproductive health services
- 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 Hub Manager to assess site needs and coordinate community partners to provide student Wellness services on and off campus
- Collaborate with district office to 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 an annual Wellness Center work plan in collaboration with the Executive 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, Kognito, TUPE, and universal screeners
- Manage reporting for the purpose of ensuring compliance with Ed Code, board policy and legal mandates

### **KNOWLEDGE AND ABILITIES**

- Ability to organize, plan, coordinate and direct a variety of programs and services
- Ability to establish and maintain effective working relationship with others
- Demonstrates 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)
- Demonstrates ability to take initiative and provide self-directed leadership at the school site level
- Ability to supervise interns/associates (AMFT, AMSW, LCSW interns, Professional Clinical Counseling Interns, and/or School Counseling interns)

## **QUALIFICATIONS**

- Possession of a Masters of Social Work and/or related field, or possession of a valid Marriage Family Therapy (MFT) or Licensed Clinical Social Worker (LCSW) certification/license **AND/OR**
- Possession of Pupil Personnel Services Credential, authorization in School Social Work highly desired
- At least 3 years' experience in mental health coordination, outreach, education and case management;
- Bilingual/Bicultural highly preferred
- 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
- 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

### **Additional requirements**

- Valid California driver's license
- Department of Justice (DOJ) background clearance
- TB clearance

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; [hadmin@nUSD.org](mailto:hadmin@nUSD.org).***