

## NOVATO UNIFIED SCHOOL DISTRICT

**TITLE: WELLNESS HUB NAVIGATOR**

**SALARY: RANGE 40 – CLASSIFIED SALARY SCHEDULE**

**Work Year: 10 Months**

### **BASIC FUNCTION:**

Under the direction of the site administrator, the Wellness Hub Navigator 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 Hub Specialist or designated administrator with case management duties; and assisting with documentation and data collection.

### **Essential Duties and Responsibilities:**

#### **Wellness Center Support**

- Maintain a consistent presence in the Wellness Center, especially during drop-in hours as applicable
- Meet, greet and triage all students within the Wellness Center
- Manage an orderly flow of students in and out of the Wellness Center
- Gather and provide health education resources to students and create and maintain inviting space for students

#### **Wellness Services and Supports**

- Collaborate with Wellness Team to make appropriate non-clinical 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 Hub Specialist or designated administrator
- Advertise for and solicit referrals to group and individual wellness services
- Oversee coordination of Wellness support/empowerment groups
- Coordinate school-wide health awareness events with Wellness Hub Specialist or designated administrator
- Support the inclusion of youth voices in wellness offerings in partnership with Wellness Hub Specialist or designated administrator
- Attend COST meetings, as well as Student Success Team and Student Attendance Review Teams, as appropriate
- Attend and participate in weekly site Wellness Collaborative meetings with wellness team members
- Assist Wellness Hub Specialist or designated administrator with managing the wellness budget, purchasing, and completing purchase orders
- Support the Wellness Hub Specialist or designated administrator by maintaining a detailed inventory of wellness supplies and materials

#### **Establish and Maintain Collaborative Partnerships with Community Based Organizations (CBOs) 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 Hub Specialist or designated administrator in assessing site needs and developing new community partnerships
- Assist students in making Sensitive Services appointments, on and off site

**Board Approved 10.11.22**

- Bring resources to COST meetings and make resources available on website
- Bring community partners on-site to support Wellness education and prevention programming

**KNOWLEDGE AND ABILITIES:**

Knowledge and expertise with computers, including: word processing, databases, and internet Bilingual and Bicultural preferred

**EDUCATION AND EXPERIENCE:**

**OTHER REQUIREMENTS:**

- Education: A combination of experience with youth and/or earned college units with an emphasis on psychology, social work or other human development/service major OR Bachelors Degree in Psychology, Social Work or other human development related field
- Valid California driver's license Department of Justice (DOJ) background clearance TB clearance
- 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
- Excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, and community partners)
- Effective listening skills
- Effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner
- Effective collaboration and problem- solving skills when working with other district and outside agency personnel
- Ability to take initiative and provide self-directed leadership within the Wellness Center

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The position works primarily in an office environment with frequent visits to schools and off site. 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 fine finger 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. The job is performed primarily in a school environment that includes indoor and outdoor duties.

***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; hradmin@nUSD.org.***