

POSITION DESCRIPTION

Position: Wellness Outreach Program Liaison	Salary Schedule: Skill Grade 111
Location: SRCS Wellness Center	Work Calendar: 209 Days
Direct Supervisor: Wellness Coordinator and Executive Director of Student Services	

Summary: Under the direction of the Wellness Coordinator and Executive Director of Student Services, the Wellness Outreach Specialist 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 appointment; assisting the Wellness Coordinator with case management duties; and assisting with documentation and data collection.

Essential 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
- Assist Wellness Coordinator with managing the Wellness budget, purchasing, and completing purchase orders
- Support the Wellness Coordinator 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 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 school site/district communication mediums
- Assist Wellness Coordinator with outreach at Back to School Nights, PTSA Meetings, DELAC, School Site Council, other parent meetings, etc.

Documentation and Data Collection

- Document students seen and activities performed with Wellness Outreach Specialist
- Enter all student utilization data for Wellness providers (specifically CBOs)
- Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey, Kognito, TUPE, CoVitality, etc.

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
- Demonstrate 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 systems, etc.)

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



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

Additional requirements

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

Working Conditions: 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.

SRCS does not discriminate in any of its policies, procedures, or practices relating to employment, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Veteran status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

CSEA Approved: 6/24/2021
Board Approved: 6/21/2021