

EL MONTE UNION HIGH SCHOOL DISTRICT
Position Description

Title: Wellness Coordinator
Reports to: Director of Pupil Services
Department: Pupil Services
Classification: Classified Confidential Employee
FLSA: Non-Exempt
Salary Grade: CCE Salary Schedule: ASW or AMFT or APCC: Range 28,
LCSW or LMFT or LPCC: Range 30,
LCSW or LMFT or LPCC & Ability to Provide Clinical
Supervision: Range 32
Approved: August 3, 2022

BASIC FUNCTION:

Under the direction of a certificated administrator, provide clinical supervision and direct services to support student services in the areas related to mental health services. Coordinate the integration of disparate services from a variety of funding sources and organizations to unify care coordination and service provision through one centralized program. Direct services provided virtually and/or on school campuses include but are not limited to: crisis intervention, suicide prevention, advocacy and service planning for students in need of ongoing services; and outreach to students in need of services especially at-promise youth, including foster youth, youth who identify as LGBTQIA+, youth with historical/current use or abuse of substance(s), and youth who have been expelled or suspended from school.

CLASSIFICATION CHARACTERISTICS:

This is a confidential position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provide student support through individualized services, small groups, schoolwide campaigns, wellness activities, psychoeducational workshops, walk-in service, staff referrals. Similar psychoeducational services may be provided to the community and/or staff.
- Provide mental health initial needs assessment, crisis intervention, advocacy, linkage for referrals and other early intervention services. Screen referred students and provide evaluations, interventions, advocacy, crisis intervention, and linkages to community-based services and mental health resources as deemed necessary.
- Manage the Wellness Program activities associated with the EMUHSD Wellness Center Handbook: implement awareness and destigmatization campaigns, coordinate outreach, needs assessment,

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provide linkage to services, and collect and submit data reporting. Coordinate segments and elements of the Wellness Center Program and serve as a program resource in the assigned area.

- Assist in facilitating linkages and ensuring access to school-based and community-based services. Wellness Coordinators will facilitate care coordination between school employees (administrators, teachers, nurses, school psychologists, behavior specialists, counselors) and Wellness Center providers.
- Coordinate and facilitate student and family outreach related to student wellness.
- Create and present informational in-person or virtual workshops for students, families, and other audiences to support the Wellness Program, and collect effectiveness and participation data.
- Support crisis risk assessment in alignment with the District's Suicide Prevention Plan.
- Attend scheduled site and district meetings.
- Identify, recruit, and train students annually to serve as the Wellness Center Peer Support.
- Train, provide work direction, supervise, and evaluate interns who provide an array of clinical services in the Wellness Centers.
- Serve as a supervisor and/or mentor and guide interns as they strive to meet the requirements established by the corresponding California licensing board and the applicable university program requirements.
- Review clinical documentation to meet legal and ethical requirements.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Master's degree in Social Work, Marriage and Family Therapy, Psychology, Counseling, or other mental health related field from an accredited educational institution.

Qualifications may include:

- Associate level:
 - Social Worker (ASW) with 3,000 completed clinical training hours
 - Marriage and Family Therapist (AMFT) with 3,000 completed clinical training hours
 - Professional Clinical Counselor (APCC) with 3,000 completed clinical training hours;
- Licensed level:
 - Clinical Social Worker (LCSW)
 - Marriage and Family Therapist (LMFT)
 - Professional Clinical Counselor (LPCC)
- Licensed for a minimum of two years and have completed the California Board of Behavioral Sciences approved supervision course:
 - Clinical Social Worker (LCSW)
 - Marriage and Family Therapist (LMFT)
 - Professional Clinical Counselor (LPCC)

LICENSES AND OTHER REQUIREMENTS:

- Professional licenses/registrations must be current and in good standing with the California Board of Behavioral Sciences
- Valid California driver's license

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- Availability to work non-traditional work hours to support students through psychiatric emergencies
- Organize and attend periodic evening or weekend meetings/events
- Travel within and out of the District to attend meetings/events
- Complete and submit data using established procedures
- Bilingual candidates preferred
- School-based mental health services experience preferred
- TB and Fingerprint clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Prevention practices of health and mental health, and alcohol, tobacco, and other substances.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of participating students and families.
- Professional legal and ethical requirements in clinical practice as regulated by the California Board of Behavioral Sciences.
- The operation of a computer and data entry techniques
- Word processing, spreadsheet technologies, and database software applications

ABILITY TO:

- Work effectively with a wide range of clientele including students, parents, school staff and community members.
- Evaluate problems, develop options and solutions, and implement interventions.
- Maintain confidentiality and privacy practice standards.
- Adhere to professional statutes and regulations in clinical practice as regulated by the California Board of Behavioral Sciences.
- Communicate effectively, both written and orally, with students, parents, district personnel, and the community.
- Understand the physical, intellectual, social, and emotional growth patterns of students.
- Work effectively with all racial, gender, sexual orientation ethnic, linguistic, disability and socioeconomic groups.

WORKING CONDITIONS:

Willingness to use personal vehicles in the course of employment. Performance of position duties/responsibilities is subject to occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and/or stooping, while performing duties requiring lifting, pushing, pulling, carrying, moving, and/or positioning objects weighing up to 10 lbs. frequently and up to 25 lbs. occasionally; the position is subject to exercising continuous manual dexterity (i.e., coordinated and/or precise movement of hands, arms and fingers) throughout a work shift to operate computer equipment and peripherals.