

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

CERTIFIED WELLNESS COACH II
CSEA

DEFINITION OF POSITION

The Certified Wellness Coach II leads the daily operations and programming of the Wellness Center, funded by the California Community Schools Partnership Program grant. This role promotes the physical, emotional, and mental well-being of students, staff, and families. Key responsibilities include coordinating behavioral health initiatives, conducting outreach, engaging the community, and managing data collection and documentation. The position reports to School Site Administration and collaborates closely with the Wellness Team (Counselor, School Psychologist, and Administrator).

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Deliver structured curriculum to small groups or classrooms focused on wellness promotion and education, mental health literacy, life skills, how to manage thoughts, feelings, and behaviors through activities like controlling emotions and using distraction strategies.
- Delivers structured curriculum to groups or classrooms focused on Facilitating screening programs in schools or community-based organizations under the guidance of qualified professionals.
- Coordinating and supporting screenings for youth.
- Connecting individuals to behavioral health resources and professionals.
- Providing check-ins and scheduled meetings with individuals to support wellness, goal setting and planning, and life skills.
- Providing emotional support and warm hand-offs to qualified behavioral health providers for youth in crisis.
- Providing check-ins and scheduled meetings with children and youth to help them learn how to manage thoughts, feelings and behaviors through activities like controlling emotions and using distraction strategies.
- Create a welcoming and supportive environment in the Wellness Room; manage triage and student flow.

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

- Deliver trauma-informed behavioral support and crisis intervention using de-escalation and restorative practices.
- Facilitate structured wellness curricula, including SEL, life skills, and mental health literacy for small groups or classrooms.
- Coordinate and support school-wide behavioral health screenings following district protocols.
- Track referrals and outcomes; manage digital documentation and maintain accurate records.
- Coordinate with school staff and external agencies to ensure warm hand-offs and effective follow-up.
- Lead empowerment groups, peer support initiatives, and student wellness clubs.
Organize school-wide wellness campaigns promoting mental health, equity, and student engagement.
- Uphold strict confidentiality and adhere to district policies and legal requirements.
- Represent the Wellness Center at back-to-school nights, parent events, and community forums.
- Maintain communication platforms including the Wellness Center website, social media, and promotional materials.
- Serve as a liaison among the school, families, and community partners.
- Coordinate and promote Wellness Center activities across multiple communication channels.
- Foster strong student connections through daily presence and proactive engagement.
- Record service utilization data for all Wellness Center providers.
- Administer wellness surveys to students and families.
- Maintain and update a digital dashboard to report program outcomes and impact.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Certified Wellness Coach Code of Ethics
- Restorative practices and conflict resolution
- Trauma-informed care and behavioral health supports for youth
- Cultural humility, implicit bias, and social-emotional learning
- Equity issues in education, access, and community mental health

Ability to:

- Build rapport with students, staff, and families across diverse backgrounds
- Work independently and collaboratively as part of a multidisciplinary team
- Communicate clearly and effectively, both verbally and in writing
- Remain calm and effective in high-stress situations
- Manage detailed records and prioritize tasks efficiently
- Speak Spanish

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

EXPERIENCE/EDUCATION

A bachelor's degree in Social Work, Psychology, Human Services, Public Health, Education, or a closely related field. Minimum of one year of experience in mental health, case management, youth services, or wellness program coordination. Experience working with diverse student populations and community-based support systems is preferred. Ability to complete 800 hours of supervised field experience. Certification must be completed within 18 months of employment.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally
Standing/walking: Frequently
Waist bending: Frequently
Neck bending: Frequently
Squatting: Frequently
Climbing: Rarely
Kneeling: Frequently
Crawling: Rarely
Neck twisting: Occasionally to frequently
Waist twisting: Occasionally
Pushing/pulling: Occasionally
Running: Frequently

Reaching:

Above shoulder: Frequently
Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
11-25 lbs: Occasionally – weights carried up to 100 feet at a time
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently
Simple grasping: Frequently
Power grasping: Frequently
Fine manipulation: Frequently
Hand and arm twisting/turning: Occasionally to frequently
Computer operations/writing: Occasionally

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

OTHER REQUIREMENTS

- Candidates must hold or commit to earning the Certified Wellness Coach II credential issued by the California Department of Health Care Access and Information (HCAI).
- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Occasional driving for outreach or training (valid CA driver's license may be required)

BOT 8/5/2025