

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

WELLNESS CENTER COORDINATOR
CSEA

DEFINITION OF POSITION

The Wellness Center Coordinator will oversee the operations and programming of the Wellness Center, funded by the California Community Schools Partnership Program grant. The Coordinator will be responsible for promoting the physical, emotional, and mental well-being of students, staff, and families. This role includes managing wellness initiatives and collaborating with community partners. Under the supervision of the School Site Administration, and collaboration with the Wellness Team (Counselor, School Psychologist, and Administration), the Wellness Coordinator will provide support for the Wellness Room by greeting and triaging students, liaising with community partners, providing organizational support for Wellness-related services, school events and partnerships, and assisting with documentation and data collection.

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.

- Provide Wellness Center drop-in support. Maintain a consistent presence in the Wellness Room that is welcoming and inviting. Meet, greet, and triage all students and manage an orderly flow of students in and out of the Wellness Center.
- Provide escort assistance to students necessary for direction and safety. Assist administration and teachers in coping with emergency situations.
- Assist in dealing with students exhibiting behavioral challenges by applying trauma informed crisis prevention and intervention to students. Apply behavioral management techniques and assist in the teaching of problem solving skills to students.
- Provide initial screenings, crisis intervention referrals, and other early intervention services. Gather and provide resources to students, such as LGBTQIA+ support groups, foster youth services, homeless youth services and academic counseling support.
- Collaborate with the Wellness Team to make appropriate referrals of students to the Wellness team, to on and off-site services and supports. Solicit referrals for group and individual Wellness services.
- Track referrals and follow-ups with students in collaboration with the Counselor. Monitor individual progress of students and discuss problems and improvements with the Wellness Team.
- Coordinate Wellness and Empowerment groups.
- Coordinate school-wide health awareness events.
- May participate in Student Study Team (SST) and Coordination of Service Team (COST) meetings.
- Maintain strict confidentiality of student records.
- Participate in required staff meetings and required staff training

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.DESIRABLE QUALIFICATIONS

Knowledge of:

- Restorative practices as an alternative to discipline
- Conflict resolution skills and the ability to deal with confrontational situations in a positive manner
- Basic computer skills (Word, Google, Email, Spreadsheets, Student Information Systems)

Ability to:

- Speak Spanish
- Assume responsibility for supervision of students in small groups
- Take initiative and provide self-directed leadership within the Wellness Room
- Work independently; be self-regulated and self-disciplined while following general directions in an effective manner
- Stay calm under pressure
- Oversee day-to-day Wellness Center flow and triage of student
- Establish and maintain effective working relationships with others
- Work in a positive manner with students and staff members, while exhibiting patience and compassion
- Excellent communication skills, both orally in writing
- Effective listening skills
- Work with frequent interruptions
- Maintain appropriate records

EXPERIENCE/EDUCATION

Graduation from high school. Sufficient training and experience to demonstrate the examples of duties and abilities listed above. Bilingual (Spanish) required.

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

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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

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings

BOT 6/18/2024