

COORDINATOR OF WELLNESS

Purpose Statement:

Under the supervision of the TTUSD Executive Director of Student Services, the Wellness Coordinator will oversee the district's K-12 Wellness Program in order to improve the mental health and wellness of all students. This includes oversight of the K-12 Wellness Centers and Mental Health services; coordination of the K-12 Social Emotional Learning Plan; and facilitation of Wellness Hub mental health services. The Wellness Coordinator assures compliance with school district policies, grant deliverables and evaluation, and actively collaborates with county, state, and community partners to secure mental health funding streams.

Essential Functions

- Promote district-wide wellness practices to support overall school climate.
- Oversee the TTUSD K-12 Wellness Centers, including: supervision of Wellness Specialists at each Wellness Center, Wellness Program oversight, grants management, and evaluation.
- Coordinate Wellness Programming and mental health support for Sierra High School and Truckee River School students.
- Supervise the TTUSD Mental Health Specialists and Mental Health Program to ensure that students receive appropriate mental health and social emotional supports so they can succeed at school.
- Coordinate Wellness Hub Community Services, including: What's Up Wellness Screenings, Tahoe Forest Hospital Youth Navigator, Pacific Clinics, Nevada County Therapists, Gateway Mountain Center Wellness Groups, Positively Rolling, and Project Bag.
- Supervise the SEL Specialist to ensure that a comprehensive district-wide Social Emotional Learning Plan is developed and implemented to build a positive school climate and strengthen students' social and emotional learning (SEL) competencies aligned with the CASEL framework. Oversee and support SEL Programs.
- Coordinate a district-wide K-12 Suicide Prevention curriculum in compliance with the TTUSD Suicide Prevention Board Policy, to include: student and staff Suicide Education trainings, coordination of grade level curriculum and middle and high school Hope Squad programs.
- Support TTUSD Substance Use Prevention Programs, including: Athlete Committed; community partner prevention and intervention supports; and Drug, Alcohol and Vape Education in the middle and high schools.
- Ensure youth voice and leadership opportunities, including coordinating the annual CCTT Youth Forum
- Assist with the coordination of wellness education opportunities for students, staff, and parents, such as: Suicide Prevention, Heart Math, Mindfulness, Restorative Practices, Trauma Informed Schools Practices, Breaking Down the Walls
- Facilitate monthly Wellness Partner Meetings to build stronger relationships between school and community youth serving agencies.
- Co-facilitate with TTUSD Director of Food and Nutrition Services monthly Wellness Committee meetings to oversee the district's Wellness Policy and health and wellness programming.
- Represent TTUSD at Community Collaborative of Tahoe Truckee (CCTT) and County meetings, including: CCTT Leadership Team, Tahoe Truckee Suicide Prevention Coalition, Tahoe Forest

Hospital ACEs Network of Care and FWDD 2.0, Student Behavioral Health Incentive Program (SBHIP), Nevada County Quarterly Crisis Meeting, Placer County Campaign for Community Wellness, Nevada County MHSA

- Manage the Wellness Program budget and various funding streams.
- Prepare documentation and reports data to Placer County MHSA, Nevada County MHSA and other funders for the purpose of ensuring compliance with state and county regulations and assessments.
- Coordinate grant writing for current and future district wellness programs and initiatives. Research and seek out new Wellness and mental health funding streams.
- Remain current on trends in wellness services, including the latest educational research findings, and bring successful practices to the District that promote wellness and services for students and staff.
- Other Job related duties as Assigned

Job Requirements & Skills

- Demonstrate knowledge of adolescent development (physical, cognitive, behavioral, and emotional) and current youth mental health trends.
- Demonstrate knowledge and understanding of student Social Emotional Learning best practices (CASEL), including: ACEs, Mindfulness and Restorative Practices.
- Ability to stay calm under pressure and effectively serve students and staff in crisis situations such as child abuse, suicidal behavior, self-injurious behavior, and substance abuse.
- Experience supervising and managing a team.
- Ability to build rapport with youth and engage them in planning processes and activities.
- Experience managing multiple projects and coordinating services.
- Experience forging productive collaborations and initiatives.
- Ability to work collaboratively with school staff, students and community partners and work as part of a team effort.
- Experience and adeptness in meeting facilitation.
- Possess strong planning and organizational skills and the ability to manage multiple tasks.
- Possess strong public speaking and presentation skills.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Communicate effectively orally and in writing using patience, respect and self-confidence; establish and maintain effective working relationships with others.
- Ability and willingness to take initiative and responsibility, and to function in an organized manner with a minimum amount of supervision.
- Ability to communicate effectively with the public and other community agencies and schools.
- Demonstrate effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.
- Ability to routinely gather, collate and/or classify data.
- Ability to assess through evaluation by participants the effectiveness of planning process and Wellness Center implementation and be responsive by modifying programs as needed.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to use good judgment when reaching decisions and to take responsibility for decisions made.
- Possesses integrity and tact when dealing with confidential information and sensitive situations.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Five or more years of experience working in the youth development and wellness fields preferred.
Five or more years of experience in school and/or non-profit management and project development.
Experience with grants management and budget administration.
Experience collaborating with community-based organizations (CBOs) and other local agencies

Certificates & Licenses:

Valid Driver's License

Education:

Bachelor's degree in Psychology, Social Work, Public Health or other health and wellness related fields

Clearances:

DOJ/FBI Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision:**Additional Qualifications**

Ability to travel to other sites/locations

Salary Grade:

Classified Management Range 103B

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year:

227 Days