

Corning Union High School District
Job Description
JOB TITLE: Wellness Center Coordinator

Salary Range: Confidential/Management Non-Exempt

Dept: Confidential

Immediate Supervisor: Superintendent

Approved by Board: Date: 9/28/23

DEFINITION:

A Wellness Coordinator will perform multiple work strands to build a community-integrated one-stop wellness center in a rural high school district. The wellness Coordinator will play a strategic role in growing a collective impact approach by coordinating partnerships with local and regional organizations to increase the lifelong success and overall well-being of the students enrolled at the high school and for the benefit of the community. The coordinator will conduct administrative duties, support prevention, and intervention activities with a community-based multidisciplinary team, and work closely with multiple stakeholders.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

The district-based Wellness program will strengthen inter-agency collaboration by coordinating resources accessible to children and their families at a one-stop center. The duties and responsibilities include, and are not limited to the following:

- Implement a continuum of services in the District by leveraging existing community assets.
- Develop and maintain a Prevention Model to reduce youth substance use through early education.
- Assist with policy change efforts related to mental health improvement efforts in the school district.
- Increase parents' participation and community support in prevention and early education efforts.
- Build youth leadership through peer support by establishing a school-wide leadership body to assist in implementing activities.
- Improve data and management by establishing data-sharing agreements between agencies.
- Convene working groups to create student wellness measures and support planning and decision-making.
- Develop and participate in collaborative intervention meetings.
- Collaborate with parents to build "partners in learning"
- Report to the Superintendent and School Board on the center's progress in meeting the goal.
- Assist in outreach activities to increase attendance rates and reduce chronic absenteeism.
- To meet reporting expectations, provide reports to the granting agency bi-annually and as requested.

- Analyze current processes, procedures, and activities to improve coordination activities and provide recommendations to CUHSD leadership.
- Present to multiple stakeholders, including the CUHSD School Board and the Paskenta Band of Nomlaki Indian-Corning Promise Director.
- The Wellness Coordinators' activities contribute directly to the Local Control and Accountability Plan (LCAP) goals improving attendance rates and increasing parent engagement.

KNOWLEDGE ABILITIES and SKILLS:

- Forward-thinking and creative with high ethical standards.
- Organized and self-directed.
- Collaborates with multiple teams to ensure collective accountability.
- Knowledge or trauma-informed approaches.
- Strong interpersonal skills and ability to build sustainable relationships and nurture connections.
- Ability to work with individuals from diverse backgrounds.

QUALIFICATIONS:

- Master's Degree in Counseling, Education Counseling, Marriage and Family Therapist, or other relevant degree from an accredited college or university.
- Minimum of five years of management/program development experience.
- Bilingual (English and Spanish) preferred.

OTHER ESSENTIAL EXPERIENCES INCLUDE:

- Knowledge in program development
- Work collaboratively with various teams to support continuous improvement activities.
- Understanding of and adherence to the code of ethics and standards.
- Strong oral and written communication skills.
- Able to work independently and on a team.
- Skills in developing programs.
- Ability to provide technical assistance and share information with multiple stakeholders.