



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Wellness Intake Specialist

**Reports to:** Site Principal

**Work Year:** 10 months, part-time position

**Salary Range:** 7

**Definition:** Under the direction of principal or designee and in collaboration and consultation with mental health staff, provide support and assistance to students in the Wellness Center including collecting and managing intake data, greeting students, providing a variety of activities to support social and emotional wellbeing, providing site and organizational support for student wellness and mental health and interfacing with staff to improve student wellness.

**Representative duties:**

- Maintain a constant presence in the Wellness Center consistent with building students' resilience and self regulation
- Maintain data on wellness center attendance and prepare summaries as needed
- Cultivate and maintain a positive environment to support students' social emotional development
- Plan evidence-based activities to support student social emotional development and resilience
- Provide outreach and information to staff and students about the purpose and procedures of the Wellness Center
- Support campus clubs related to student wellness
- Liaise with staff including psychologists, counselors, nurse, teachers, administrators and other professionals regarding student supports to improve wellness outcomes for students
- Attend parent events such as back to school night and individual meetings when necessary
- Participate in district, county and other professional development as appropriate
- Related duties as assigned

**Education and Experience:**

- Preferred but not required: One or more years of experience in mental health related activities and/or case management.
- Preferred but not required: possession of a Bachelor's degree in psychology, social work, public health or other health and wellness related field.
- Preferred but not required: experience collaborating with community-based organizations (CBOs) and other local agencies.
- Preferred but not required: experience providing case management or support services to adolescents and/or teens



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

### **Qualifications**

Knowledge of social-emotional competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making

- Knowledge of trauma informed practices
- Knowledge of positive behavior support
- Ability to maintain confidentiality when necessary
- Record keeping and data literacy
- Excellent interpersonal skills including patience and empathy
- Solid understanding and appreciation of diversity, equity, inclusion and belonging values

### **Physical Requirements:**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vision abilities required by this job include close vision and the ability to adjust focus.