

## MONROVIA UNIFIED SCHOOL DISTRICT

### JOB TITLE

### WELLNESS CENTER SPECIALIST

### SUMMARY

Under the direction of the Superintendent or designee, provides leadership in mental health intervention to students in order to promote emotional health, student success, and retention; provides consultation, wellness services, ongoing case management, and a full range of socio-emotional prevention, intervention, counseling and agency linkage to resources at the comprehensive high school and within the district; and performs related duties as assigned.

### ESSENTIAL DUTIES

Coordinates and directs site and/or district mental health needs/supports; supervises and directs social work interns; manages and coordinates mental health community partnerships; participates in Mental Health Intervention Team, student crisis response tracking, Alternative Placement Committee (APC) meetings, and 504 and SST meetings as needed or as it pertains to caseload; provides and facilitates parent workshops, conferences and trainings; provides and facilitates student workshops, conferences and trainings; provides Wellness Peers training and meetings; facilitates students and family outreach (outreach may be provided to all referred students, with planned programs for families, primary care providers, employers, and others); provides and facilitates mental health initial screenings, crisis intervention referrals, and other early intervention services; utilizes district data systems to provide programmatic decision making; assists in facilitating linkages and ensuring access to school-based and community-based services; maintains and develops programs and processes for facilitation of all mental health services; works with homeless and foster youth; and other duties as assigned.

### EMPLOYMENT STANDARDS

Education and Experience: Master's degree in Social Work from an accredited school of social work or such alternatives that the Personnel Commission may find desirable. Minimum of three (3) years' experience, preferably in a school setting. Experience in alcohol, tobacco, and other drug prevention; health; or mental health related fields is desired. Bilingual (Spanish) desired.

Certificates: Valid California Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or an alternative mental health practitioner license that the Personnel Commission may find desirable.

License: A valid Class C California Driver License.

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Other: An automobile to be used in the course of work that meets the current legal requirements for vehicle operation in the State of California, including proof of insurance. A DMV driving report is required prior to employment.

Knowledge of: prevention practices of health and mental health, and alcohol, tobacco, and other drug prevention; word processing, spreadsheet technologies, and database software applications; diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of participating students and families; and operation of a computer and data entry techniques.

Ability to: work effectively with a wide range of clientele including students, parents, school staff and community members; evaluate problems and develop options and solutions; maintain confidentiality; communicate effectively with students, parents, district personnel, community – oral and written; understand the physical, intellectual, social, and emotional growth patterns of students; and work effectively with all racial, ethnic, linguistic, disability and socioeconomic groups.

Work environment: Indoors. Involves traveling to all district school sites and buildings.

Physical ability: Ability to lift objects weighing up to 80 pounds using safe and proper methods and/or equipment; move objects weighing over 80 pounds using safe and proper methods and/or equipment; ability to sit at a desk for extended periods of time; ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone with or without hearing aids; eyesight, corrected or uncorrected, sufficient to read fine print; manual dexterity to carry out the essential functions of the position; ability to speak in audible tones so that others may understand clearly; ability to bend, reach, pull and walk.

NOTE: The list of essential functions and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted: