



Position Title – *Wellness Coordinator*

Reports to – Director of Community Partnership School

FLSA Status – Non-Exempt Classification – Full-Time

Position Summary: This position is grant-funded and is responsible for coordinating and integrating various wellness programs and services through the Community Partnership School. Serves as a case manager receiving referrals for human and health needs. Delivers proactive behavioral health, case management, and comprehensive solutions for students, staff, families, and the community.

Duties and Responsibilities:

- Facilitate, coordinate, and track the referral network and processes of the school health care programs.
- Serve as the point of contact between CPS administration, school nurse, medical clinic, behavioral health department and other health related agencies/departments providing services.
- Supervise and direct all medical clinic referrals, including health, dental, vision, and mental health referrals.
- Participate in Intervention Team meetings to provide information on behavioral interventions and relevant referrals as needed.
- Track and follow up on all referrals made in and out of school.
- Establish referral network/linkages with outside agencies.
- Track and record professional assessments, treatment plans, and progress notes.
- Implement and oversee eligibility, billing, and other reimbursement procedures.
- Participate in the quality improvement process.
- Follow and enforce district policies and procedures.
- Maintain and update the relevant databases.
- Coordinate and implement wellness activities to engage families to participate in activities and services on campus and in the community.
- Participate in training and site visits related to the development of Community Partnership Schools.
- Utilize a data management system for proper documentation.
- Coordinate Health & Wellness events for students, staff & community.
- Maintain confidentiality and adhere to HIPAA regulations.
- Other duties as assigned.

United Way Core Competencies for All Staff:

- **Mission Focused:** Create real social change understanding that improved lives are the end game. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understand that people come before process and is astute in cultivating and managing relationships toward a common goal.

- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Qualifications:

- Graduation from an accredited college or University with a bachelor's degree in Social Work, Psychology, Counseling, or Nursing and one (1) year post-bachelor's degree experience working with children and families.
- Experience with building community relationships, convening workshops, and working with families on educational or community issues.
- Experience working with data to inform practice.
- Proficient skills working with computers and software programs.
- Excellent public speaking and presentation skills
- Demonstrated ability to build and maintain effective working relationships with key stakeholders in the school.
- Excellent organizational, verbal and written communication skills (English required; Spanish highly desirable and preferred).

Working Conditions & Physical Requirements:

- Work is in a controlled, agreeable environment, generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fundraising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying.

Salary Range: \$20 per hour depending on experience.

To apply, please send a cover letter and resume to Thomas Epsky, President & CEO at info@uwslo.org