

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 457
RANGE: 132
NON-EXEMPT

WELLNESS COACH

BASIC FUNCTION:

Under the direction of the assigned supervisor, provide preventive and early intervention services aimed at strengthening the behavioral health and overall well-being of children and youth; foster engagement and provide support through culturally, linguistically, and age-appropriate services; facilitate referrals and connections to more specialized services for children and adolescents, as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and support children and youth with screening processes.
- Assist with wellness education, goal setting, and life skills development tailored to the individual needs of children and youth.
- Conduct brief check-ins and scheduled meetings with individuals to offer emotional support and follow manualized curriculum aimed at enhancing wellness.
- Conduct structured sessions within small groups or classrooms focusing on wellness promotions and education, including building positive relationships, bully prevention, nutrition and exercise, mental health literacy-symptom recognition and help-seeking strategies, and life skills development-stress management, time management and problem-solving strategies.
- Connect individuals to internal and external behavioral health resources, as required.
- Coordinate and support universal screening processes under professional guidance in schools and community-based organizations.
- Facilitate communication among professionals involved in providing support to children and youth, ensuring collaboration and optimal utilization of expertise.
- Identify and refer youth with behavioral health needs to appropriate providers or organizations, ensuring efficient coordination.
- Identify potential risks and promptly refer individuals to on-site behavioral health providers.
- Implement standardized protocols to respond to signs of crisis within the school or organization setting.
- Offer additional support to providers, caregivers, schools, or organizations, including clerical support, as needed and extending behavioral health support, as necessary.
- Provide additional support to providers, caregivers, school, or broader organization personnel, including behavioral health-related administrative activities and extension of non-clinical or clinical behavioral health support.
- Provide emotional support and facilitate warm handoffs for youth awaiting crisis services.
- Use medical management system or Electronic Health Record, enter youth information, and service data.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Care Coordination.
- Certified Wellness Coach Code of Ethics.
- Crisis referral.
- Individual and group support.
- Resources available to youth and families.
- Screening processes and procedures.
- Techniques for observation, data collection and evaluation of children.
- Social, economic and environmental justice.
- Wellness promotion and education.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Follow through on assigned projects from inception to completion.
- Maintain confidentiality, follow instructions, read, interpret and apply rules, laws and procedures.
- Maintain cultural awareness and sensitivity.
- Maintain youth records and prepare reports.
- Make ethical decisions.
- Meet schedules and timelines.
- Plan and organize work
- Recognize and understand the complexity of cultural diversity.
- Work effectively as a member of a trans-disciplinary team.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree.
- Bachelor's degree preferred.

EXPERIENCE:

- Experience working with children and youth.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Certified Wellness Coach or Registered Certified Wellness Coach Certification within first six (6) months of initial employment earned through the California Department of Health Care Access and Information (HCAI) approved education or workforce pathways.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR Certificate issued by an authorized agency within first six (6) months of initial employment.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Potentially harmful outbursts from youth.
- Work with children who may become agitated and physical or verbally aggressive.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2024

Revised: 10/07/2024; 04/07/2025