

The Mental Health School Wellness Specialist is responsible for the operation of the Wellness Center at assigned school site(s), including program implementation, day to day operations, coordinating direct services, spearheading schoolwide prevention and education efforts and providing direct services; ensures compliance with applicable State and Federal laws, codes, and regulations (HIPAA and FERPA) related to student support and wellness services; assists with Medi-Cal and insurance billing certification process and billing, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success. This position is contingent upon the receipt of grant funding.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.

Provides and/or coordinates provision of support groups, 1:1 counseling, crisis intervention services, and case management.

Conducts intake assessments and triage, develops treatment plans, and provides case management, crisis counseling, and interventions to referred students.

Serves as member of school intervention teams; conducts risk assessments to support student safety; maintains and documents individual and group counseling logs, notes, and summaries of mental health treatments provided.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Leads weekly meetings with the school site Wellness Team.

Manages the student referral and case management system.

Provides training and guidance to Wellness Center Liaison, PPS interns, MSW and clinical interns as assigned.

Participates in Medi-Cal and commercial health insurance billing.

Delivers professional learning opportunities for school staff, parents, and students; provides ongoing specialized mental health assistance to school staff, parents, and students.

Provides and/or coordinates provision of consultations for school staff, parents, and students.



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