

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WELLNESS CENTER LIAISON

BASIC FUNCTION:

Under general supervision, the Wellness Center Liaison serves as a liaison between Wellness Center, school site staff, district personnel, and parents; performs a variety of supportive and clerical tasks; promotes parent education and involvement in various Wellness Center programs and other activities; refers families to community based and social services as appropriate; prepares and maintains related records and reports; performs related clerical duties as assigned.

REPRESENTATIVE DUTIES:

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:

Serves as a liaison between the Wellness Center, school site staff, district personnel, and parents; confers with school personnel, district administration, and others concerning students; collaborates with outside agencies and social service agencies, inclusive of Behavioral Health Services Department (BHSD); provides community resource referrals and information on available supplemental services to students, parents, and families; and prepares and maintains related records and reports.

Communicates with students, parents, and families; promotes parent education and involvement in Wellness Center programs and other activities; facilitates referrals to parents and wellness; and plans

Provides information and associated materials to students, parents, and families related to community services, social services, and local resources; refers student, parents, and families to local agencies or school services as appropriate; and follows-up on referrals.

Initiates and receives a variety of telephone calls and provides information, makes contact with school offices, students and public; establishes and maintains a variety of files, logs, schedules, and records.

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.

Participates in and supports the student advisory group and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Wellness Center Specialist and Social Emotional Wellness Coordinator.

Assists with data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Creates and distributes newsletters, posters, forms and flyers; inputs and updates student referral data and service data into an assigned computer software program.

Develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.

Supports students, parents, and families with assistance in completing a variety of applications, including collecting insurance information.

Attends a variety of meetings, workshops, conferences and in-service trainings as assigned; coordinates and assists with parent trainings and activities.

Operates a variety of office equipment including a copier, printer, scanner, a computer, assigned software and other office machines as assigned; drives a vehicle to various sites to conduct work.

Performs clerical duties such as typing, answering telephones, copying materials, and preparing correspondence; prepares and maintains program-related records and reports.

Inventories, orders, receives and distributes materials, supplies and equipment.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student program objectives and functions.

Awareness of multi-cultural communication.

Applicable State Education Code laws, HIPAA, codes, rules and regulations.

Operation of variety of office equipment including a computer and assigned software.

Oral and written communications skills.

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Provide community resources and referrals to social services agencies.
Perform clerical duties such as filing and duplicating.
Analyze situations accurately and adopt an effective course of action.
Maintain records and files; provide reports.
Communicate effectively orally and in writing.
Learn and implement HIPAA and FERPA regulations
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Plan and organize work.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Administer First Aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college-level coursework in education, counseling, psychology, social work, or related field and three years of experience involving community service, social services, health services, public relations, or related field in an educational or health organization. Experience working in a Wellness/School Based Health Center preferred.

LICENSES AND OTHER REQUIREMENTS:

Approved by the Personnel Commission: