

	Job Description Equal Employment Opportunity
<u>WELLNESS COACH I & II</u>	
DEPARTMENT/PROGRAM: Prevention & Wellness DIVISION: Educational Services REPORTS TO: Assigned Supervisor APPROVAL DATE: 08/26/2025 REVISION DATE:	CLASSIFICATION: Classified SALARY SCHEDULE: Classified Non-Management SALARY RANGE: Coach I – 35 Coach II – 43 WORK YEAR: 11 Months FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, the Wellness Coach I & II promotes foundational wellness and provides social-emotional education, mental health literacy, and direct student support. The role of the Wellness Coach I & II is to offer non-clinical services that support youth behavioral health and well-being. Behavioral health and related services performed may include wellness promotion and education, screening, care coordination, individual and group support and crisis referral. The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Acts as a liaison for professionals providing support and care to youth, including connecting individuals to licensed providers so all care team members work together and operate at the top of their license or certification.
- Administers universal screening programs in schools or other community-based organizations per SAMHSA guidelines.
- Coping skills (e.g. behavior activation, identifying traps, distraction strategies, emotion regulation) for youth
- Creates a crisis referral using a standardized protocol, responding to signs of crisis in the school or broader organization setting.
- Delivers structured curriculum to groups or classrooms focused on wellness promotion and education (e.g., building positive relationships, bullying prevention, nutrition and exercise in relation to behavioral health, Check-In/Check-Out).

- Delivers structured curriculum to groups to enhance wellness and life skills, for example, social-emotional skills, stress management, time management, organization, problem-solving.
- Identifies and escalates behavioral health needs of youth to behavioral health providers in school or broader organization setting.
- Identifying potential risks and referring to the on-site behavioral health provider.
- Provides care coordination and extension, such as: connecting individuals to internal and external behavioral health resources as needed.
- Provides life skills (e.g., symptom recognition, help-seeking strategies, how to provide support).
- Provides additional support to providers, school, or broader organization personnel, including behavioral health-related administrative activities and extension of non-clinical or clinical behavioral health support.
- Provides brief check-ins and scheduled meetings to individuals that provide emotional support and/or follow manualized curriculum that enhances wellness, wellness education, goal setting and planning, and life skills.
- Provides emotional support and engages in warm handoffs with on-site behavioral health providers for youth that are waiting to be seen for crisis services.
- Supports mental health literacy (e.g., symptom recognition, help-seeking strategies, how to provide services).
- Provide brief check-ins (5-15 min) and scheduled meetings (30 min) that provide emotional support and/or follow manualized curriculum that enhance wellness.
- Support students with goal setting and coping skills.
- Use medical management system or Electronic Health Record, enter youth information, and service data.

OTHER DUTIES:

- Performs other related department/program duties as assigned for ensuring the efficient and effective functioning of the program and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Standards of the Wellness Coach and the CWC Code of Ethics
- Relevant laws and regulations
- Models for ethical decision-making
- Ethical conduct of research
- Practices that advance social, economic, and environmental justice
- General early childhood and elementary age standards of development
- Coaching or counseling children
- Working with children, youth, and families
- Research techniques
- Effective interventions

Skills and Abilities to:

- Engage with clients and constituencies as experts of their own experiences with an emphasis on cultural humility and responsiveness
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

- Maintain professional and approachable demeanor in behavior, appearance, and oral, written, and electronic communication
- Recognize and understand the complexity of cultural diversity in light of psychological knowledge
- Engage in innovative and integrative thinking and problem solving, teamwork
- Establish and maintain effective working relationships
- Adhere to safety standards and practices
- Be attentive to detail
- Identify issues and create action plans
- Maintain a variety of records and confidentiality of information
- Meet a variety of schedules and timelines, and deadlines for office processes
- Prepare reports
- Solve problems effectively
- Utilize a variety of job-related equipment and software
- Work effectively both independently and within a team environment, fostering strong professional relationships
- Work with frequent interruptions and changing priorities and schedules
- Making ethical decisions and using empathy
- Work in an office or school environment with staff and representatives of other agencies
- Travel as needed for work assignments, arranging appropriate transportation if necessary

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Wellness Coach I: Associate's degree in one of the following fields (social work, health and human services, addictions studies, child development/early intervention, psychology or sociology).

Wellness Coach II: Bachelor's degree in one of the following fields (social work, health and human services, addiction studies, child development/early intervention, psychology or sociology).

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Wellness Coach I or II Certificate through the CA Dept of Health Care Access and Information (CDHCAI)

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals
- Travel from site to site to perform related services

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in a generally clean and healthy environment

- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Some walking, standing, lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and/or crawling
- Moderate sitting
- Traveling from site to site as required by position