

Job Description

Job Title: CPS Wellness Coordinator | **Status:** Exempt
Department: Community Partnership Schools
Reports to: Director, Community Partnership Schools
Location: Lee, Hendry, Glades, Okeechobee Counties
Date: January 31, 2022

BASIC FUNCTION

Responsible for coordinating and integrating various wellness programs and services through the Community Partnership Schools. 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 community.

JOB DUTIES AND RESPONSIBILITIES

1. Facilitate, coordinate and track the school health care programs referral network and processes.
2. Serve as the point of contact between CPS administration, school nurse, medical clinic, behavioral health department and other health related agencies/departments providing services.
3. 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.
4. Track and follow up on all referrals made in and out of school.
5. Establish referral network/linkages with outside agencies.
6. Track and record professional assessments, treatment plans, and progress notes.
7. Implement and oversee eligibility, billing and other reimbursement procedures.
8. Participate in the quality improvement process.
9. Follow and enforce district policies and procedures.
10. Maintain and update the relevant databases throughout Outlook, Icarol, spreadsheets, and Andar.
11. Coordinate and implement wellness activities to engage families to participate in activities and services on campus and in the community.
12. Participate in trainings and site visits related to the Community Partnership Schools development.
13. Utilize data management system for proper documentation.
14. Coordinate Health & Wellness events for students, staff & community.
15. Maintain confidentiality and adhere to HIPAA regulations
16. Other duties as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibilities: Oversee community volunteers and interns.

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties.

Education and/or Experience: Graduation from an accredited college or University with Bachelor's degree in Social Work, Psychology, Counseling, or Nursing and one (1) year post- Bachelor's degree experience working with children and families.

Knowledge: Volunteer and Relationship Management, Community Relations and Project Management.

Interpersonal Skills: Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required. Business writing skills are necessary. Strong administrative and operational skills essential.

Language Skills: Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

Computer Skills: Requires knowledge of MS Office software and data base programs. Experience with CRM systems preferred.

Presentations Skills: Public speaking may be required.

Licenses: Valid Florida Driver's License with a driving record that meets our insurance guidelines.

Preferred: Experience working in a school environment.

Other Skills: Problem solving, critical thinking capabilities, and cultural diversity skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. The employee is frequently required to use finger and hand motion and

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occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Approximately 50% of the work of this position is spent at project sites, in offsite meetings, or traveling to various locations.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full-Time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasionally flexibility is needed to meet client's needs; working evenings, weekends, and alternative hours required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

Additional information:

- UWLHGO is an exceptional workplace that can provide you with:
 - Opportunity to work with smart, passionate, and enthusiastic team members and volunteers.
 - Working with diverse staff and other constituents.
 - Culture of high-performance expectations and accountability.
 - Exciting and challenging work.
 - Opportunity to help solve the community's toughest problems.
 - Competitive pay that is commensurate with demonstrated successful performance and experience.



- Paid Health and Dental Insurance for employee, 401K, and Monthly Accrued PTO.

I understand and agree to the duties and expectations of my role as outlined in this job description.

Employee Name

Employee Signature

Date

Revision Date: August 2021