

## Job Description

Prepared/Revised Date: **December 2023**

Job Title:	<b>Staff Mental Health/Wellness Coordinator</b>	Job Code:	<b>100603</b>
Job Family:	<b>Certified</b>	FLSA Status:	<b>Exempt – P</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L12</b>
Work Year:	<b>10 months</b>		

**SUMMARY:** Ensure effective district-wide implementation of the Whole School, Whole Community, Whole Child (WSCC) model. Design, implement, and oversee programs and initiatives to promote the health and well-being of staff in Adams 12 Five Star Schools in alignment with the District’s Strategic Plan. Responsible for coordinating response plans and interventions to staff crises and mental health emergencies to ensure they are receiving adequate resources and support. Works in tandem with Human Resources, managers, and/or other district personnel to identify staff in need.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain and manage a caseload of staff, identified by Human Resources, managers, and/or other district personnel, experiencing various types of crises impacting their mental health. Provide support and resources to staff members and their families in times of crisis. Conduct follow up and check-ins for staff members who have experienced a crisis.	D	25%
2. Design, implement, and oversee programs utilizing proven best practices for employee support, engagement, and wellness. Collaborate and consult with mental health teams and school-based administrators in caring for identified high risk and/or at-risk staff members and help to develop support plans. Assist in the development of crisis plans, with a focus on staff impact. Support and train supervisors in crisis response protocol and support of their staff. Support supervisors and staff with return-to-work planning.	W	20%
3. Manage and lead crisis recovery efforts that focus on staff. Participate as a member of the Superintendent’s Crisis Team and coordinate response efforts with the district security team, crisis team, schools, and district staff. Travel to various district locations to support staff during crisis situations. Support recovery efforts, debrief after crisis situations, analyze district protocols and supports for effectiveness, recommend necessary improvements, and follow up on individual situation as needed.	D	20%
4. Coordinate, create, and/or facilitate professional development opportunities for staff, focused on the components of the WSCC model. Support and provide technical assistance to schools. Collaborate with other district wellness staff to recruit, engage, and manage district and building wellness champions including, staff, students, parents, and community members to meet the goals of the WSCC model strategies.	M	10%
5. Recruit, establish, and maintain community partnerships and create resource networks that support staff mental health and wellness. Collaborate with businesses who support mental health and wellness and improve access for school employees. Serve as a liaison and connect staff in need to various resources within the community. Support mental health and wellness initiatives at the district level, as appropriate.	D	10%
6. Collect and analyze data for the purpose of monitoring progress and correlate data results with initiatives. Design programs in order to generate change in accordance with the district vision. Engage volunteers and staff and identify resources to implement change.	M	5%
7. Obtain district and building level buy-in for WSCC model and promote district health and wellness activities including fundraising and educational events.	W	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s Degree in Social Work, Psychology, or Counseling.

- Three (3) years of clinical or school district experience.
- Experience working with adults and leading wellness initiatives is preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Clinical licensure in LCSW, LPC or eligibility for a Special Services Provider license through CDE.
- Ability to frequently travel among district facilities and into the community.
- Valid Colorado driver’s license.
- CPR and First Aid certifications.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Personal computer and keyboarding skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Human Resources Officer and/or Multi-Tiered Systems of Support Director	3076/050401

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor the budget to ensure federal and state compliance.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	