



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Health and Wellness Coordinator for School Based Mental Health

Primary Function

To support the coordination of student and family therapeutic support and the Family Liaison program.

Organizational Relationship

The SBMH Coordinator reports directly to the Community Schools Program Director.

Desired Qualifications

- Bachelor's degree in relevant field such as social work, public health, or social service agencies
- Background working with youth and families, within public education or community-based work
- Background working with not-for-profit community agencies
- Ability to understand and carry out oral and written directions
- Strong interpersonal communication skills, with a demonstrated ability to interact with individuals with a wide range of diverse socioeconomic and cultural backgrounds
- Experience with project management, collaboration, supervision, and evaluation
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective community partner, family, student and co-worker relationships. It is critical to understand community needs and how to utilize and articulate strategies to promote community impact
- Ability to handle student and family information with confidentiality
- Ability to physically move about the school building and grounds
- Ability to speak, read, write, and understand English
- Fluency in a second language, preferred

Performance Responsibilities

1. Supervise and evaluate Family Liaison staff members
2. Manage and facilitate the Family Liaison program
3. Liaise with families to assist in connections to mental health services at the school or in the community.
4. Manage and steward Health and Wellness Voucher programs.
5. Manage and steward psychiatric services and student/family therapy services including

- scheduling, removing barriers, and supporting participation.
6. Manage volunteer implementation, community relationship management system, steward new and ongoing volunteer relationships.
 7. Monitor the quality of programs, and provide ongoing feedback to drive continuous improvement
 8. Develop and facilitate signing of Memoranda of Understanding (MOUs) that articulates partners' roles, connection to results, adherence to policies and legal needs, and data-sharing agreements.
 9. Nurture collaborative relationships and communication among parents, school administrators, teachers, students and community representatives, to identify and meet common goals amongst these stakeholders.
 10. Attend Community Schools meetings, as needed.
 11. Track and input programmatic participation data into Infinite Campus.
 12. Other duties as assigned.

Term of Employment

The Health and Wellness Coordinator is a 200-day employee. Salary and work year determined by the Board of Education. The work calendar follows the school year (180 days) and includes 20 days scheduled in the summer.

Due to the nature of the duties for this position, the Health and Wellness Coordinator hours reflect when the programming is taking place. Final schedule will be determined based on the Community Schools initiative needs.

It is anticipated that the hours will generally be 8:00 a.m. - 4:00 p.m. Monday-Friday.

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.

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