

# Sonoma County Office of Education – Job Description

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**Classified**

## WELLNESS COACH II

### **Definition:**

A Certified Wellness Coach may operate as part of a care team and under the direction of a Pupil Personnel Services (PPS) credentialed or licensed professional. A Certified Wellness Coach provides care to students (TK-12) through prevention and early intervention. These services support overall physical, emotional, social and mental well-being. This role will predominantly serve students on school sites. The Certified Wellness Coach supports youth mental health by supporting the youth in skills training, repetition, and practicing skills that are learned in higher-level care under the supervision of qualified individuals. The role of the Certified Wellness Coach is to offer non-clinical services that support youth behavioral health and well-being.

### **Distinguishing Characteristics:**

The Wellness Coach II classification is an entry level classification within the credentialing career ladder. Advancement potential exists within the mental health provider career ladders, and will require additional specialized training and experience consistent with the requirements of individual positions.

### **Supervision Exercised and Received:**

General direction is provided by the Director or Principal of the assigned program.

### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

The role of the Certified Wellness Coach 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.
- Delivering structured curriculum to small groups to enhance wellness and life skills, such as:
  - Social-emotional skills, stress management, time management, organization, problem-solving, restorative practices, and conflict resolution.
  - Enhancing awareness of the most common behavioral health conditions to enhance understanding, reduce stigma, and foster a more informed and empathetic community.
- Crisis referral, which includes:
  - Using a standardized protocol, respond to signs of crisis in the school or broader organization setting.
  - Identifying potential risks and referring to the on-site behavioral health provider.
  - Providing emotional support and engaging in warm handoffs with on-site behavioral health providers for youth that are waiting to be seen for crisis services.

## Employment Standards:

### *Knowledge of:*

- Standards of the Certified Wellness Coach Code of Ethics, relevant laws and regulations, models for ethical decision-making, and ethical conduct of research.
- Practices that advance social, economic, and environmental justice.
- Restorative questions.
- Trauma informed framework.
- Trauma responsive strategies.
- Anti-racist practices.
- Non-violent and effective communication skills.

### *Ability to:*

- Be able to make ethical decisions
- Be willing to engage with clients and constituencies as experts of their own experiences with an emphasis on cultural humility and responsiveness.
- Be willing to use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
- Be able to apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
- Be able to maintain professional and approachable demeanor in behavior, appearance, and oral, written, and electronic communication.
- Be able to recognize and understand the complexity of cultural diversity in light of psychological knowledge.

### *Computer Skills:*

- Basic word processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use internet search engines to view web pages, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, create hyperlinks and observe copyright regulations.

## Education and Experience:

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### *Education:*

- **Certificates:** Receive either a Certified Wellness Coach II or Registered-Certified Wellness Coach II certification through the California Department of Health Care Access and Information (HCAI).
- **Education:** Bachelor's degree or higher.

***Experience:***

- The position requires previous experience as a Wellness Coach I or equivalent of 1,000 hours of supervised experience in school settings supporting the wellness of young people.

***Physical Abilities:***

*The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: July 28, 2025
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission