

Sonoma County Office of Education – Job Description

Classified

WELLNESS COACH INTERN

Definition:

Under the supervision of an appropriately credentialed or licensed professional, the intern provides non-clinical wellness support services to students and families at assigned sites as part of the Behavioral Health Services team. The intern assists with prevention and early intervention efforts in the areas of mental health, social-emotional learning, and wellness.

Distinguishing Characteristics:

Maintains strict confidentiality while supporting students and families in developing social-emotional and wellness skills; maintains regular contact with supervisors as part of professional development requirements; collaborates with staff to enhance and promote student wellness in school settings.

Supervision Exercised and Received:

Works under the assigned Behavioral Health Program Coordinator or licensed professional for Individual Supervision, Group Supervision, and Field Instruction Training. Works under the Task Supervisor at assigned school site for daily logistical, culture and climate, and task-related issues.

Example of Duties and Responsibilities:

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

- Supports wellness promotion and education activities for students and families.
- Assists with structured individual or group sessions to build skills in stress management, organization, time management, conflict resolution, and problem-solving.
- Helps facilitate structured curriculum focused on social-emotional learning, mental health literacy, and life skills under supervision.
- Assists in screening activities by supporting students in completing wellness screenings and referring needs to appropriate providers.
- Provides non-clinical care coordination by connecting students and families to community and school-based wellness resources.
- Supports crisis referral protocols under staff supervision, including recognizing warning signs, providing emotional support, and engaging in warm handoffs.
- Collaborates with teachers, administrators, and other staff to support student wellness needs.
- Participates in student service planning meetings as appropriate, consulting under supervision about a student's social-emotional needs.
- Attends trainings, team meetings, and supervision sessions as part of professional development.
- Maintains confidentiality and completes documentation as directed.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Professional and ethical standards and practices.
- General understanding of child and adolescent development.
- Social-emotional learning, wellness promotion, and life skills education.
- Community agencies and resources for referral.
- Trauma-informed and culturally responsive practices.
- Safe work practices.

Ability to:

- Work with a wide range of socio-economic and ethnic groups.
- Work with a supervisor to determine best practices for supporting student wellness.
- Communicate clearly in written and oral formats.
- Work as part of a team making decisions and recommendations for student support.
- Respond promptly to requests of internal and external clients; provide needed information, assistance, and resources.
- Plan, organize and prioritize work to meet deadlines and maintain accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques, and procedures required for effective job performance.

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:

- Enrollment in a Bachelor's or Master's Level program in counseling, psychology, social work, education, public health, or related field.

Experience:

- Prior experience working with children or youth (preferred).

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.

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:

- Adopted: September 22, 2026
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission