



Leadership • Collaboration • Support

JOB TITLE: Wellness Program Assistant

CSEA Salary Schedule, Range 30

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Coordinates educational and wellness services for youth within the Solano County Office of Education's Student and Program Support Department.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Bachelor's degree preferred or two years of college education and experience working with at risk youth preferred.
- Experience in coordinating services, preferably with at-risk youth in an educational setting.
- Experience in establishing and maintaining effective and productive working relationships with a diverse range of people that can include, but not limited to, county office personnel, school district personnel, outside agencies, students, and parents.
- Experience in coordinating services with the Juvenile Court, Probation Department, Child Welfare Services, school districts, school sites, group/foster home providers, and other community and governmental agencies.
- Experience in preparing and delivering oral presentations, statistical records, and written reports.
- Ability to write clearly and creatively, utilizing knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to maintain effective work relationships with staff, outside agencies, and the general public.
- Ability to work as part of a team.
- Ability to work independently and to work on multiple projects.
- May require working a schedule based on the needs of the program.
- Knowledge of, or ability to learn, Microsoft Office (Word, Excel, Power Point) and an understanding of accessing resources via worldwide web.

ESSENTIAL DUTIES

- Ensures proper placement, transfer, and enrollment in school for youth.
- Assures continuing awareness of regulations, laws, and codes relevant to services provided.
- Works closely with probation officers, Child Welfare Services, district educational liaisons, and community partners to facilitate a transfer of student records when a change of schools occurs.
- Collaborates with partner agencies who provide educational and wellness services to Solano youth.
- May attend local, regional and state meetings and/or activities relating to youth- related services.
- Collects and prepares appropriate data and provides scheduled reports in a timely manner to appropriate manager relating to assigned services.
- Gives presentations on services to various audiences, including K-12 administrators, teachers, staff, and students.
- Obtains and delivers youth's educational information and records to the next educational placement.
- Plans, organizes, and prioritizes own work to meet deadlines and accomplish tasks within established timelines.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Student and Program Support Services.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%) Walking (35%) Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (2)

Overhead (2)

Squatting (2)

Climbing Stairs (2)

Climbing Ladders (1)