



UpValley Family Centers

Position Title: Youth Program Wellness Coach I, CLARA

Employment Type: Full-time, 40 hours/week, non-exempt

About UpValley Family Centers: UpValley Family Centers is a dynamic nonprofit organization that provides prevention services to strengthen children, adults, and families. Our mission is to provide guidance, support, and resources in the community, the home, and the individual so everyone can achieve a better life. Our offices are located in Calistoga and St. Helena; we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more at www.upvalleyfamilycenters.org

About this position: The Youth Program Wellness Coach I, CLARA supports the well-being of youth through individual and group services and coordination of prevention activities. The Coordinator leads a weekly mentoring group called CLARA (Challenging Latinas to Access Resources and Opportunities) for adolescent girls in middle and high school, and works in alignment with the Youth Program Coordinator for CLARO (adolescent boys). A Certified Wellness Coach (CWC) is a state-certified profession established by California's Department of Health Access and Information as part of the Children and Youth Behavioral Health Initiative. The role of the CWC is to offer prevention and early intervention services to support the behavioral health and well-being of children and youth. CWC qualifications include but are not limited to, psychoeducation, system navigation, crisis de-escalation, safety planning, coping skills, and motivational interviewing. CWCs engage and support children and youth in cultural, linguistic, and age-appropriate services, with the ability to refer and link to higher levels of care, as needed.

The Youth Program Wellness Coach reports to UVFC's Education Program Manager.

Essential Duties and Responsibilities:

CLARA PROGRAM

- Lead the CLARA program for youth at the middle and high school levels, using the CLARA curriculum. Prepare activities, plan and implement weekly groups during the school year. Plan and implement summer programs to maintain youth engagement.
- Conduct marketing and outreach for CLARA program youth along with the CLARO girls Program Coordinator; develop positive relationships with youth; keep youth engaged consistently in the program.
- Run weekly mentoring groups during the school year - each group consisting of 5- 15 students. Plan and lead discussions and activities on various topics (i.e. culture, Latino/a heritage, healthy relationships, mental health and wellness) to strengthen connections, promote positive self-identity, build communication and decision-making skills, and foster well-being.
- Plan and lead occasional field trips and educational outings for CLARA participants.
- Plan and facilitate community service or leadership opportunities for CLARA participants.
- Work with community partners and UVFC staff to bring in guest speakers to the CLARA program throughout the school year.

- Work closely with school administrators, counselors and other staff to coordinate group meeting times and locations, and to ensure program success.
- Manage, evaluate, and report on the success of the program by tracking individuals' participation and their success in school and outside activities
- Participate in regular clinical supervision, utilizing feedback and guidance in day-to-day work with youth/students - in order to effectively promote their wellness, increase their life skills, and build their mental health literacy.
- Coordinate with other staff, colleagues, and evaluator on a regular basis for networking, program planning and support.
- Coordinate counseling and other necessary referrals for students/families, assisting families with systems navigation when necessary.
- Conduct family outreach; implement parent education (Triple-P), MediCal/health outreach, and special events.
- Plan and lead parent events for the CLARO/CLARA program at least twice a year.
- Make presentations about the program to engage participants or inform the community.
- Participate in community events or outreach fairs.

CERTIFIED WELLNESS COACH

- Deliver structured curriculum to small groups or classrooms focused on: Wellness promotion and education (e.g., building positive relationships, bullying prevention, nutrition and exercise in relation to behavioral health, Check-In/Check-Out); mental health literacy (e.g., symptom recognition, help-seeking strategies, how to provide support); life skills (e.g., stress management, time management, problem-solving)
- Conduct screenings (i.e. support youth in completing behavioral health screenings, support universal screening programs in schools), and identify behavioral health needs of youth and refer to behavioral health providers in school or community settings
- Support care coordination, such as: connecting youth to internal and external behavioral health resources; facilitating communication with other professionals providing support and care to youth, including licensed providers, so all care team members work together; providing additional support to providers, caregivers, school, or broader organization personnel
- Provide brief check-ins and scheduled meetings to students that provide emotional support and/or follow curriculum that enhances wellness, such as: education (e.g., basics of behavioral health symptoms, nutrition, and exercise in relation to behavioral health); goal setting/planning (e.g., increasing movement, sleep hygiene); life skills (e.g., stress management, time management, problem-solving)
- Deliver curriculum to small groups to enhance wellness and life skills, such as: social-emotional skills, stress management, time management, organization, problem-solving
- 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
- Refer and assist clients with referrals and applications to Medi-Cal and other health insurance services.
- Assist in community outreach events, providing information regarding public benefits, including Medi-Cal.
- Participate in Wellness Coach Supervision sessions and community of practice trainings.
- Other duties as assigned.

Desired Qualifications:

- Bilingual in English and Spanish is a must.
- Associate's Degree obtained from a California Community College or higher in social work, human services, addiction studies, child development/early intervention, psychology or sociology.
- Desire to be part of an organization supporting youth and family wellness and working towards solutions that address societal inequities.
- Understanding of/experience working in a nonprofit organization or school-based setting.
- Valid Driver's License and insurance, or other means of reliable transportation.
- Conduct a fingerprint background check and TB test and receive clearance.

Hours of Work:

Our business hours are 8:30 am - 5:00 pm.

General working hours will be during our regular business hours, though schedule might vary, including some evenings and weekends according to work duties.

This job description is intended to indicate the kinds of work duties required in this position. It is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Wage Range: \$22.97 - \$34.45 per hour

Actual payment within range will be contingent on several factors, including but not limited to the candidate's qualifications, education, experience, internal equity, and alignment with market data, following our compensation philosophy. Anticipated starting salary not expected to exceed the range median.

Benefits: Our competitive benefits package includes full health, vision, and dental insurance, 401K match contribution, 10 days of vacation increasing with tenure and 12 days of sick time, 15 paid Holidays, plus a floating Holiday and paid holiday time between Christmas day and New Year's Eve 3% one-time increase over starting salary for Spanish/English bilingual skills. Annual training budget, supportive and team-oriented work environment. UpValley Family Centers is a Blue Zones Project Approved™ organization that provides a variety of opportunities designed to foster employee wellness. We are committed to creating an equitable, sustainable, joyful culture where each team member can thrive.

To Apply: Email cover letter and resume to Marcela Rodriguez, Program Manager at mrodriguez@upvalleyfamilycenters.org. Position open until filled. No phone calls, please.

UpValley Family Centers is an equal opportunity employer committed to maintaining a diverse staff and providing culturally responsive services.