

UpValley Family Centers



Position Title: Youth Program Wellness Coach I, CLAR@

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 supports the well-being of youth through individual and group services and coordination of prevention and early intervention activities. The Wellness Coach leads a weekly mentoring group called CLARO/CLARA (Challenging Latinos or Latinas to Access Resources and Opportunities) for adolescent boys or girls in middle and high school, and works in alignment with the other staff in the program. The role engages and supports children and youth through 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:

CLARO PROGRAM

- Lead the CLAR@ program for youth at the middle and high school levels, using the CLAR@ 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 the CLARO/CLARA programs; 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 CLAR@ participants.
- Plan and facilitate community service or leadership opportunities for CLAR@ participants.
- Work with community partners and UVFC staff to bring in guest speakers to the CLAR@ 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 parenting services), Medi-Cal 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 Behavioral Health Education: Facilitate structured curriculum on wellness, mental health literacy, and life skills to small groups or classrooms, including topics like stress management, nutrition, and relationship building.
- Screening and Referral: Conduct behavioral health screenings, identify student needs, and refer youth to appropriate in-school or community-based behavioral health services.
- Care Coordination and Support: Collaborate with providers, caregivers, and school personnel to ensure integrated care; offer emotional support through brief check-ins and scheduled wellness-focused meetings.
- Crisis and Community Support: Respond to crises using standardized protocols, assist with health insurance referrals (e.g., Medi-Cal), participate in outreach events, and engage in ongoing training and supervision.
- Participate in Wellness Coach Supervision sessions and community of practice trainings.
- Other duties as assigned.

Note: A Certified Wellness Coach (CWC) is a new state-certified profession established by California's Department of Health Care Access and Information as part of the Children and Youth Behavioral Health Initiative. A required pre-requisite for becoming certified is having an 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, and 150 hours of field experience. More information is available at <https://cawellnesscoach.org/>

Qualifications:

- Associate's degree from a CA Community College or higher is required
- Bilingual in English and Spanish is a must.
- 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.