



Santa Rosa City Schools

Classification Description

Job title:	Certified Wellness Coach I	Department:	Wellness and Engagement
Reports to:	Executive Director of Wellness and Engagement	FLSA Classification:	Non-exempt
Bargaining Unit:	CSEA 75	Work year:	10 month
Salary Range	26	Board Approval:	5/14/2025

Primary Function:

The 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 Certified Wellness Coach is to offer prevention and early intervention services that 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 will 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. Behavioral health and related services performed may include:

1. Wellness promotion and education
2. Screening
3. Care coordination
4. Individual and group support
5. Crisis referral

Additional job functions:

A Certified Wellness Coach will 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 will work in schools as well as with school-based and school-linked community-based organizations. The Certified Wellness Coach role serves as a career opportunity for individuals interested in supporting youth behavioral or mental health.

The Certified Wellness Coach I is intended to support youth in skills training, repetition, and practicing skills that are learned in higher-level care under the supervision of qualified individuals.

Additional Skills While not required, these skills are strongly desired:

- Possess a strong interest in working with children and youth, families, and staff
- Aspire to pursue a career dedicated to supporting youth mental health
- Experience: Possess prior experience working with children and youth
- Skills: Be proficient in a language other than English and can use that language to effectively communicate and engage with children and youth

Minimum QUALIFICATIONS:

Educational Pathway (both bullets required):

- Associate’s degree or higher in the field of Social Work, Human Services, Addiction Studies.
- **Field Experience:** A minimum of 400 hours of field experience through any combination of hours from field practicum in their degree, internship hours, or work experience.

Workplace Pathway (both bullets required):

- Associate’s degree or higher in the field of Social Work, Human Services, Addiction Studies, Child Development/Early Intervention, Psychology or Sociology.
- **Field Experience:** A minimum of 1,000 hours of field experience within the last two (2) years in child welfare, social work, substance use, or mental health.

License and/or other qualifications:

Receive either a Certified Wellness Coach I or Registered-Certified Wellness Coach I certification through the California Department of Health Care Access and Information (HCAI). If you have a qualifying degree in the Education Pathway and do not have enough field experience, you are still able to apply for certification if you have at least 150 hours of field experience for Certified Wellness Coach I. You will get a “Registered” designation added to your certification and become either a Registered Certified Wellness Coach I (R-CWC I) or Registered Certified Wellness Coach II (R-CWC II) as long as you meet all other requirements. R-CWC 1s will have one year to complete the requirements of 400 hours of field experience.

Knowledge and Abilities:

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

Ability to:

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

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management’s right to assign or reassign duties and responsibilities for this job.

A Certified Wellness Coach I may:

- Deliver structured curriculum to small groups or classrooms focused on:
 1. Wellness promotion and education (e.g., providing individual skills training, building positive relationships, bullying prevention, nutrition and exercise in relation to behavioral health, Check-In/Check-Out)
 2. Mental health literacy (e.g., symptom recognition, help-seeking strategies, how to provide support)
 3. Life skills (e.g., stress management, time management, problem-solving)

- Screening, such as:
 1. Supporting youth in completing behavioral health screenings (e.g., answer questions, hand-off screenings to behavioral health professionals)
 2. Coordinating and supporting universal screening programs in schools or other community-based organizations per [SAMHSA guidelines](#) under the direction of qualified professionals.
 3. Identifying and referring behavioral health needs of youth to behavioral health providers in school or broader organization setting

- Care coordination and extension, such as:
 1. Connecting individuals to internal and external behavioral health resources as needed
 2. Facilitating communication with other professionals providing support and care to youth, including connecting individuals to licensed providers so all care team members work together and operate at the top of their license or certification
 3. Providing additional support to providers, caregivers, school, or broader organization personnel, including behavioral health-related administrative activities and extension of non-clinical or clinical behavioral health support

- Providing brief check-ins and scheduled meetings to individuals that provide emotional support and/or follow manualized curriculum that enhances wellness, such as:
 1. Wellness education (e.g., basics of behavioral health symptoms, nutrition, and exercise related to behavioral health)
 2. Goal setting/planning (e.g., increasing movement, sleep hygiene)
 3. Life skills (e.g., stress management, time management, problem-solving)

- Delivering structured curriculum to small groups to enhance wellness and life skills, such as:
 1. Social-emotional skills, stress management, time management, organization, problem-solving, and conflict resolution.

- Crisis referral, which includes:
 1. Using a standardized protocol, respond to signs of crisis in the school or broader organization setting
 2. Identifying potential risks and referring to the on-site behavioral- or mental-health provider
 3. Providing emotional support and engaging in warm handoffs with on-site behavioral- or mental- health providers for youth who are waiting to be seen for crisis services

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving to District locations
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitizer, toner
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Possible for during crisis or pandemic)
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal-opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.