

Arden Carrsulting, INC

Arden Carr, L.M.F.T. President, Clinical Director Consultant,

Anna Christie Vice President, CFO, Deputy Director Weed Elementary Wellness Center

Job Title: Wellness Coach

Employer: Arden Carrsulting, INC

Wage: \$21.00/hr

FLSA Status: Non-exempt

Location: Weed Elementary School

Supervisor: Lead Wellness Coach

Employment Status: Full Time (40 hours/week), 11 month work year

1. **Scope and Range of Responsibility:** The Wellness Coach position is a servant role which means that all times, and in every way, we work to directly support and coach students, teachers, administrations and parents of Weed Elementary School. Wellness Coaches are expected to develop, implement and provide new student social and emotional wellness programs, games and support strategies for students, teachers, staff and parents. This position requires a combined use of training, education and experience. Communication skills, basic Microsoft office knowledge and acquired experience and education.
2. **Organizational Structure:** The incumbent's supervisor is the Lead Wellness Coach. The Lead Wellness Coach is responsible to the President of Arden Carrsulting.
3. **Position Responsibilities and Duties:** The incumbent is assigned the following position responsibilities and duties:
 - Coaches are expected to develop ongoing research, knowledge growth and skill growth and seek out mentoring, coaching and guidance as the primary practice, education, technology, and/or classroom leadership.
 - Growth will be noticed, measured, and acknowledged for each team member, student, parent and staff
 - Every interaction will end with one individually created action plan
 - Coaches are expected to document every coaching intervention with the Certified Coaching Log
 - Every coaching interaction must be driven by the coaching goal accompanied with engaging in the appropriate process actions
 - Provide transportation for students and/or parents, as necessary for attendance, participation at meetings (i.e. FST, IEP's, Co-op, etc.) as well as medical and psychological appointments.
Tier one requests from teachers are the number one priority for every Coach and must address the specific objective of that staff member.
 - Coaches will be expected to work flexible hours according to the Weed Union Elementary School District needs. This may mean hours before 8:00am and after 5:00pm
 - Coaches will be expected to travel to student/parent homes as appropriate to provide support and for coaching opportunities

Arden Carrsulting, INC

Arden Carr, L.M.F.T. President, Clinical Director Consultant,

Anna Christie Vice President, CFO, Deputy Director Weed Elementary Wellness Center

- Coaches are expected to participate in Weed Elementary School District directed outreach activities to promote social and emotional wellness support program strategies
- Be a 100% Coach. This team will only grow as each member commits to being 100% honest with their feedback and suggestions about how to make our support services program grow. We do not need “Yes” people
- Participate in on-going “Growth Mind” intentional effort, focus and adoption will be expected of each member whether you are the focus, or another team member is the focus, no matter how uncomfortable
- When appropriate and you have back up, be willing to restrain a student who is in imminent danger to themselves or others
- Shadow within eyesight any students who has left the classroom

4. Supervisory Responsibilities:

- Supervision is available on a weekly group basis as well as on an as-needed basis through phone call or face-to-face. Supervisors are available to assist and support you, as necessary.

5. Additional Competencies:

- Ability to maintain a positive attitude
- Ability to switch from one task to the next
- Ability to not “give up” on a student, parent or staff member

6. Education and Experience:

- Training, education and experience that demonstrates competency in working with youth preschool through twelfth grade who have experienced trauma and/or are demonstrating high acuity behaviors.
- Bachelor’s degree or Master’s Degree preferred

7. Language/Mathematical/Reasoning/Computer Skills:

- Bilingual would be beneficial
- Fluent spoken English is necessary
- College level written English is expected
- Language/communication skills are necessary for accurate and professional communication with all parties involved in the care of youth
- Ability to apply basic math skills as needed
- Must maintain good conflict resolution, de-escalation, and problem-solving skills with students, parents, peers, supervisors and school staff
- Ability to use proper grammar, punctuation and spelling to create documents, reports and communication using an agency issued computer and programs
- Knowledge of Microsoft office programs, internet and poster/flier creation and design

8. Other Position Requirements:

Arden Carrsulting, INC

Arden Carr, L.M.F.T. President, Clinical Director Consultant,

Anna Christie Vice President, CFO, Deputy Director Weed Elementary Wellness Center

- Must agree to and pass a criminal and civil background check
- Must agree to and pass a pre-employment physical and two-step TB test
- Must be able to provide “right to work” documentation upon appointment
- Must be willing to complete 40 hours of Trauma Informed Coaching training provided by the agency and/or other entities
- Must be willing to complete PRO-ACT Restraint Training – facilitated/provided by the agency
- Must be willing to complete First Aid/CPR training – facilitated/provided by the agency

9. Physical Demands/Work Environment

- Driving to and from school locations, meetings, appointments, home visits, etc.
- Carrying, loading into your vehicle and unloading a secure rolling briefcase
- Able to stand on your feet for 4-6 hours/day
- Frequent walking between classrooms and the school office (approximately 8-10k steps/day)
- Work/desk space will be provided on school grounds
- Travel to and from regional office as needed
- Travel to and from youth/family homes as needed
- Temperature in work locations vary depending upon seasons
- Air conditioning/heat set at temperatures comfortable to most employees