

# Job Description

San Ramon Valley Unified School District

## Wellness Intake Assistant

### Purpose Statement

The job of Wellness Intake Assistant is done for the purpose of providing support to the educational process with specific responsibilities for supporting the Wellness Center by meeting and greeting students; providing organizational support for wellness-related services, school events and partnerships; scheduling student appointments; assisting with documentation and data collection; and working closely and under the direction of the District Social Worker and Wellness Team to ensure coordination in an effective and efficient manner at all times.

This job reports to Assigned Supervisor

### Essential Functions

- Acts as a liaison for planning and communicating regarding site wellness events and activities for the purpose of enhancing communications among all stakeholders.
- Assists district Social Worker with several processes for the purpose of providing support to the Wellness Centers.
- Collects and manages all data compiled from various sources for the purpose of providing information and/or preparing reports.
- Compiles and maintains a list of community resources for health, mental health and substance use/abuse for the purpose of providing general information and/or providing students with resources as appropriate.
- Directs the flow of telephone calls and e-mails to appropriate staff and schedules appointments for the purpose of managing the Wellness Center, responding to inquiries and/or taking messages.
- Maintains a consistent and welcoming presence in the Wellness Center by meeting and greeting students, directing them to the appropriate member of the Wellness Team and managing an orderly flow of students in and out of the Wellness Center.
- Participates in meetings for the purpose of conveying and/or gathering information required to perform functions.
- Provides assistance with out-reach at PTSA meetings, back-to-school nights and school tabling events for the purpose of providing and/or conveying information and other services provided.
- Updates and maintains the Wellness Center website as needed for the purpose of providing current information for students, parents, and staff.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment including pertinent software applications, student management system; maintaining necessary filing systems; and using independent judgement.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; business telephone etiquette; best practices in the area of student support, student engagement and health and its relationship to learning; and policies, procedures, safety rules, and regulations.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; staying calm under pressure; multi-tasking; applying effective conflict resolution skills; dealing with confrontational situations in a positive manner; and collaboratively problem-solving.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

March 30, 2021

**Salary Grade**

Range 6

**Revised Date**