WELLNESS GRADUATE INTERN - JOB DESCRIPTION

TO APPLY:
Please send cover letter, resume, and 2-3 letters of recommendation (all in one email preferred) to: jkennybaum@tamdistrict.org, Jen Kenny-Baum, LCSW, PPSC, Wellness Coordinator at Redwood High School

COUNSELING (1:1 and Group)
- Maintain a caseload of approximately 10-15 regularly-seen students (if 2 days a week)
- Co-lead a psycho-educational support/empowerment group (e.g., stress reduction, young women’s health, etc.) or work on a project with Peer Resource program
- Meet with students who drop in on as-needed basis
- Attend weekly Wellness Program team meeting (both business and clinical case management) (schedule permitting)
- Attend monthly Case Review Team (CRT) meeting; possible case-management of students through this program (schedule permitting)
- Work in collaboration with School Counseling Department and Assistant Principal of Pupil Services
- Become familiar with student school records as sources of student information (e.g., cumulative files)
- Assist as part of Wellness Program crisis response team as needed

SCHOOL WIDE ACTIVITIES & RELATIONSHIPS
- Familiarize and adhere to all school rules, regulations and protocols
- Discuss students with counselors, teachers, as appropriate
- Attend school wide faculty trainings and meetings as appropriate
- In collaboration with Wellness Program staff, prepare and deliver classrooms presentations on relevant topics
- Assist in outreach strategies (tabling, assemblies, working with campus clubs, etc.)

RECORD KEEPING AND DOCUMENTATION
- Log and maintain students records in WISH SYSTEM
- Enter chart notes as per procedures
- Maintain student confidentiality according to Wellness policies and procedures
- Turn in all reporting forms in a timely manner

OTHER DUTIES
- Share in office/administrative tasks such as answering phones, greeting students, basic medical services, relieving staff for lunch, keeping forms and other materials, etc.
- Perform routine intake on students who enter Wellness Center
- Perform other duties as assigned by Wellness Coordinator

QUALIFICATIONS
- Excellent interpersonal communication skills; ability to interface with all levels of staff within the school, external agencies, and district bureaucracies. Ability to work as a team member
- High tolerance for ambiguity, changing work priorities and deadlines, and a strong initiative to take on responsibilities
- Must be resourceful, attentive to detail, able to identify key information, issues, generate options, see alternatives, creative, and energetic
- Basic computer skills

For More Information about TUHSD Wellness go to: www.tamdistrict.org/wellness