Employment Opportunity

**Position Title:** Program Coordinator  
**Reports to:** Angel Mackelvie, Social Services Manager  
**Hours:** Full time 1.0 FTE Shifts, days, and times will vary based on event needs  
**Length of Position:** July 2022 - June 2023  
**Compensation:** $22-$25/hr DOE  
**Location:** Napa County

**Overview:** In summer of 2022 On The Move will partner with the Napa Valley Unified School District (NVUSD) to launch three youth-led Wellness Centers at Napa High School, American Canyon High School and Vintage High School. A total of 3 full time positions are available through this posting.

**POSITION SUMMARY**

The Full-Time, Non-Exempt, Program Coordinator is responsible for running the Wellness Center at the identified high schools, including: program implementation, day-today operations, coordinating direct services, and spearheading school-wide prevention and education efforts. The Program Coordinator significantly contributes to the development of a healthy, safe, and caring environment.

**PRIMARY RESPONSIBILITIES**

**Wellness Center Implementation and Operations**

- Work in close partnership with school Social Workers and other members of the School Wellness Team to ensure a welcoming, safe and engaging space is available for all students.
- Coordinate the provision of case management, 1:1 counseling, substance abuse counseling, support groups, reproductive health services, crisis intervention services and other related services as needed.
- Collaborate with site staff (including administration, school counselors, school psychologists, special education, and teachers) and the School Wellness Team to ensure collaboration, implementation, and alignment of Wellness programs and services on site.
- Coordinate business and case management meetings with the School Wellness Team.
- Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.
- Conducts communication and outreach to school staff, parents, students, the community, and partners.
- Provides referrals to students and families to relevant social services and community resources.
- Facilitates student clubs and/or other student groups to support and promote mental health and wellness.
- Solicit peer input in improving health and wellness programs.
- Participates in and support the various wellness-focused meetings hosted by NVUSD.

**Community Partnerships**

- Coordinate community partners to provide student Wellness services on and campus.
- Establish site agreements with community-based organizations, provide site orientation, and monitor their provision of services on site.
- Facilitate ongoing and effective communication between Wellness Center and community partners.
- Collaborates with community partners to track referrals, services received, and programs offered to students and families.
Data Collection, Reporting & Program Monitoring:
- Complete ongoing program service documentation and data entry
- Maintain case management referral and filing system of all referred and registered program clients
- Assist with ongoing data collection including Wellness evaluation surveys and California Healthy Kids Survey

**DESIRED QUALIFICATIONS**
- Ability to apply a mental health perspective to (a) enhance school climate and (b) build, sustain, and integrate service delivery systems in collaboration with the school community of students, staff, families, and service providers.
- Ability to organize, plan, coordinate and direct a variety of programs and services
- Ability to establish and maintain effective working relationships with others
- Demonstrates excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Mastery of basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system) Demonstrated ability to take initiative and provide self-directed leadership
- Bilingual: Oral and written fluency in Spanish and English is highly desired
- Proof of COVID vaccination mandatory for employment

**PTO:** PTO accrual each month. Please refer to page 4-1 of the OTM Personnel Policies: PTO Schedule.

**Paid Holidays:** Compensation for holidays is provided for those holidays that fall during normally scheduled work hours. Please refer to the OTM 2022-23 calendar for a schedule of holidays.

**Business Expenses:** Track miles driven as a part of the position, reimbursement for approved out of pocket expenses will be paid monthly upon submission of a reimbursement request and receipts.

**Health Benefits:** Full time employee are eligible to receive health insurance through Kaiser Permanente.

**Retirement:** Employee contributions to a 403b plan are optional.

**To Apply:** If you are interested in this opportunity, please email your resume to Angel Mackelvie at angel@voicesyouthcenter.org.

*On The Move considers this position to be a mandated reporter of elder and child abuse.*

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***On The Move participates in E-verify for employment eligibility.***