

MENTAL HEALTH AND WELLNESS SERVICES COORDINATOR**DEFINITION**

Under the direction of the Director of Health Services, The Mental Health and Wellness Services Coordinator works with faculty, staff, and students to develop and implement a comprehensive mental health program at Modesto Junior College. In coordination with Health Services, the position will primarily lead mental health initiatives aimed at mental health promotion, prevention, awareness, and stigma-reduction. In addition, the Coordinator will develop and build partnerships with internal college departments, programs, and community agencies to implement solutions addressing mental health needs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Health Services.

Provides direct supervision to assigned professional, technical support as well as other administrative support staff, as assigned

ESSENTIAL DUTIES

- Oversees the development of resources, programs, events, activities and non-clinical services to support college mental health.
- Assists in the promotion and organization of Health Services' Healthy Living series, Mental Health First Aid, and Question, Persuade, Refer.
- Coordinates activities, outreach, and in-reach with on-campus student support departments and program areas to raise awareness of mental health services, promote stigma-reduction, and emphasize the importance of prevention/early intervention.
- Plans, organizes, and supervises the operation of student activities and clubs on campus (i.e. Active Minds).
- Develops and implements specific operational goals, policies, and priorities for both long and short-term.
- Collects and maintains data, records, and prepares reports; ensures that activities and operations comply with CA Community Colleges requirements for the Mental Health Services Support Allocation.
- Establishes local and regional collaborative relationships, partnerships, contracts and/or Memorandums of Understanding with community organizations; works to bridge gaps between student needs and available resources; ensures that partnership agreement rules, contract language, and outcomes are met.
- Monitors program budget and expenditures; makes recommendations regarding allocation of resources and expenditure of funds.
- Procures and supervises student workers.
- Plans, organizes, schedules, and conducts orientations, workshops, seminars, class presentations, meetings, and other activities related to mental health and wellness.
- Serves as a lead or representative on various committees (i.e. Behavioral Intervention Team; Alcohol, Tobacco, and Other Drugs; Health and Safety Committee).
- Develops promotional and informational materials for distribution to students, faculty, and staff; maintains and updates resources and materials.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Master's Degree (M.A. or M.S.) from a regionally accredited institution in a related field of study such as Social Work, Public Health, Health Education, Health Promotion.
- **Experience:** A minimum of 3 years of progressively responsible experience working in a community agency, community college or other public educational setting addressing mental health services, including planning and implementing programming. Six months of formal or informal supervisory experience.

Knowledge of:

- Mental health and other issues affecting community college student success (i.e., trauma, grief, access, social determinants of health, etc.).
- Resources and services that meet the mental health needs of community college students.
- Diversity, equity, inclusion, and anti-racism efforts in an educational setting.
- Necessary communication skills to work effectively in a culturally diverse environment.
- Community organizing and support building.
- Basic supervisory and leadership principles.

Ability to:

- Establish and maintain effective working relationships with community and campus partners; communicate effectively with students, faculty, staff, and community members of diverse backgrounds, cultures, languages, and abilities.
- Utilize a framework of creativity and excellence in planning, marketing, and implementing programs and services.
- Problem solve, working within and across teams to swiftly respond to the changing needs of students.
- Utilize a range of technology in the delivery of services that support in-person and online engagement.

DESIRABLE QUALIFICATIONS

- Experience working with students or clients with diverse mental health issues and needs.
- Experience developing and implementing mental health programming and services focusing on prevention/early intervention, awareness, help-seeking, and stigma reduction.
- Experience with advocacy for inclusion and student equity.
- Experience developing and giving presentations.
- Experience collecting, interpreting, and presenting data.
- Commitment to the community college mission and student success.

LICENSES AND CERTIFICATES:

- Possession of valid California Motor Vehicle Operator's License.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment, and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

Class Adopted: 7/19/2022 Class
Amended: 7/1/2023