



Bilingual Latine Youth Wellness Coordinator

Job Description

Most Recent Update:	12/15/23
Job Title:	Bilingual Latine Youth Wellness Coordinator
Status:	Full time (40 hours/week), hourly non-exempt. May work some evenings and weekends. Position works onsite at 1907 Novato Blvd, at the Novato Teen Clinic and on NUSD school campuses.
Reports to:	Director of Latine Programs
Purpose:	The position's primary responsibility is to assist with the implementation of NMCS' Newcomer Services (Latine Programs) and Novato Teen Clinic (Adolescent Health and Wellness Programs). The Latine Youth Wellness Coordinator is a bilingual/bicultural advocate for teens and transitional age youth in the community, helping to providing essential education, screening, support and linkages to services both within NMCS and the larger community.
Essential Functions:	<p>Novato Teen Clinic (NTC)</p> <ul style="list-style-type: none">• Facilitates clinic flow, partners effectively with Marin Community Clinics (MCC) staff in scheduling and confirming appointments for weekly Novato Teen Clinic; greets clients upon arrival at the Wednesday clinic and provides a warm handoff to the MCC providers.• Primary staff person responsible for managing the NTC phone and text line.• Conducts screenings using the Rapid Assessment for Adolescent Preventive Services (RAAPS) adolescent risk screening tool; conducts risk and safety assessments, links to psychiatric emergency services and/or develops care and safety plans when needed.• Ensures access to case management, behavioral health, and other community resources.• Participates in NMCS Mental Health Navigation meeting to ensure NTC participants are connected to appropriate levels of care.• Implements a variety of health education, outreach and engagement strategies, such as tabling during schools' Wellness week events, implementing suicide awareness and health education workshops, leading Peer Health Promoters in outreach activities, etc.• Oversees the NTC social media presence, including working in partnership with the Mental Health Navigator and Educator, Communications and Grants Specialist, and Peer Health Promoters to create and post content on social media platforms such as Instagram, Facebook, and others.• Responsible for data input using the electronic records system (Apricot), and running reports to create the weekly schedule for MCC• Support the NTC PHP program and the Mental Health Administrative Manager through attending meetings, engagement, training, tracking, and recruitment.• Support in working with school partners to promote NTC services• Support in NTC community outreach with PHPs• Completes monthly, mid-year and final reports with the support of the Mental Health Administrative Manager <p>Newcomer Support Services</p> <ul style="list-style-type: none">• Conducts targeted outreach to Newcomers at local middle and high schools.• Schedules, plans and co-facilitates groups using an 8-week evidence-based social emotional curriculum called FUERTE with Spanish speaking newcomer students at NUSD middle and high schools to increase mental health literacy, coping & communication skills, as well as strengthen social connections.• Conducts screenings using the Rapid Assessment for Adolescent Preventive Services (RAAPS) adolescent risk screening tool; conducts risk and safety assessments, links to psychiatric emergency services and/or develops care and safety plans when needed.• Ensures access to case management, behavioral health, and other community resources.• Maintains positive working relationships with school counselors, EL teachers, community liaisons, as well as working in partnership with other NUSD staff.

- Increases service integration and more effective linkages to engage with school and community resources for Newcomer students through participation in multi-disciplinary care coordination meetings with school and organizational partners.
- Develops and administers client satisfaction surveys and program evaluations to students.
- Coordinates and manages inventory of program incentives including gift cards, foods, giveaways, snacks, etc.
- Completes monthly, mid-year and final reports with the support of the Director of Latine Programs.

Other Duties

- Develop materials in English and Spanish, as needed.
- Translate educational materials and perform other translation and interpretation as needed.
- Maintain accurate and complete files, required forms, records, and statistics.
- Attend staff/planning meetings at NMCS, community sites, and others as requested.
- Be a strong ambassador for NMCS including knowing and adhering to agencies' mission, values and programs; referring program participants; and engaging volunteers and donors when possible.
- Maintain current knowledge of community resources.
- Additional duties as assigned

Qualifications:

Required Qualifications:

- Fluent in English and Spanish, both verbal and written
- Bicultural (Latine)
- 3 years' experience working with diverse populations.
- Intermediate in MS Office including MS Word and MS Excel.
- Proven experience reaching and engaging targeted audiences through social media and marketing activities.
- Ability to work independently and in a team environment.
- Experience working collaboratively with internal and external partners.
- Ability to work with composure in stressful situations.
- Must have a strong desire to help families and a willingness to reach out to community members.
- Ability to drive to locations throughout the North Bay.
- Ability to exercise sound judgment in quick evaluating situations and rendering prompt decisions.
- Comfortable and experienced in training and public speaking.
- Valid Class C driver's license and insurability at non-risk rates; personal vehicle for school visits (eligible for mileage reimbursement)

Preferred Qualifications:

- Demonstrated ability to engage with Latine community, with an emphasis in Latino males
- Bachelor's Degree or equivalent work experience in public health
- Reproductive and mental health education experience
- Familiarity with the Latine community in Marin County

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

To Apply:

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