

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROGRAM COORDINATOR – MENTAL HEALTH AND WELLNESS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinate college-wide mental health and wellness initiatives, partnerships, and opportunities for students, program events, and outreach; perform a variety of professional, technical, and administrative duties; exercise independent judgment within scope of authority; assume responsibility for program coordination, implementation, evaluation, tracking, and reporting; and establish, maintain, and facilitate effective working relationships with college departments, community agencies, and other partners to support student mental health and well-being.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate day-to-day operations of the Mental Health and Wellness Program, including outreach, workshops, and campus-wide wellness initiatives.
- Coordinate recruitment, hiring paperwork, and scheduling of mental health professionals in partnership with the licensed MFT faculty who provides clinical supervision.
- Monitor compliance with procedural protocols, note-taking tools, and documentation systems.
- Serve as the initial point of contact for student concerns or complaints related to mental health services.
- Collaborate with Institutional Research and other applicable offices to obtain and analyze program-related data for evaluation and continuous improvement.
- Evaluate program initiatives, partnerships, and outreach efforts; contribute to performance assessment processes; review and update forms, materials, and systems; make recommendations for improvements as necessary.
- Assist with budget monitoring and reporting aligning with district and state funding requirements.
- Collect and maintain confidential records and data in accordance with legal and professional standards; ensure compliance with FERPA and HIPAA.
- Support the preparation of reports and presentations for state and institutional requirements, including annual program evaluation and funding documentation.
- Develop, implement, and deliver workshops and presentations on mental health, wellness, and self-care practices for students, staff, and faculty.
- Promote mental health services and reduce stigma through outreach events, communication campaigns, and collaborative campus partnerships.

- Represent the program in meetings, conferences, workshops, and forums at the campus, community, and state level; build and maintain networks with other mental health and wellness programs.
- Partner with internal departments and external organizations to enhance the quality and availability of mental health services and referral systems.
- Participate in planning and execution of events such as Mental Health and Wellness Day and other college-wide initiatives.
- Assist with recruitment and retention of mental health professionals and student assistants, and training (non-clinical).
- Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of mental health and wellness program coordination in a higher education setting.
2. Applicable laws, ethical standards, and documentation practices in student mental health services.
3. Budget development, tracking, and reporting processes.
4. Mental health resources and referral protocols.
5. Student development theory and best practices in supporting diverse populations.
6. Public presentation, workshop facilitation, and outreach strategies.
7. Research methods, data collection, and analysis techniques.
8. Problem solving techniques and resources.
9. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
10. Principles and practices used to establish and maintain files and information retrieval systems.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Principles and techniques used in public relations.
13. English usage, vocabulary, spelling, grammar, and punctuation.
14. Basic mathematical and accounting principles. Interpersonal skills using tact, patience, and courtesy.
15. Oral and written communication skills.

Ability to:

1. Coordinate the administrative functions of a mental health and wellness program.
2. Work collaboratively with licensed clinicians and student services professionals.
3. Track and monitor program budgets and expenditures.
4. Maintain confidentiality of student records and sensitive information.
5. Prepare narrative and statistical reports to meet compliance and funding requirements.
6. Develop and implement mental health awareness programming and campaigns.
7. Communicate clearly and professionally in both oral and written formats.

8. Work independently and manage multiple priorities effectively.
9. Build relationships across diverse communities and cultural backgrounds.
10. Adapt to new technologies and systems related to student services and documentation.
11. Work under steady pressure and frequent interruptions as well as a high degree of public contact by phone or in person.
12. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
13. Adapt to changing technologies and learn functionality of new equipment and systems.
14. Utilize tact, patience, and courtesy to provide the highest level of customer service.
15. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities*

Education/Training:

A Bachelor's degree from an accredited college or university in psychology, counseling, public health, social work, or a related field.

Experience:

Three years of increasingly responsible administrative, technical, and/or programmatic experience coordinating mental health, wellness, or student support programs.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting, with occasional local travel and evening and/or weekend events.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: September 9, 2025

Effective: September 10, 2025

Job Family: Technical - Paraprofessional