The Student Medical Services Organization Facilitator (OF) will be the liaison between the service providers in the Well-Being Centers, School-Based Health Clinics, and Wellness Centers. This position will work with the Los Angeles Trust for Children’s Health to implement the strategic plan for the 29 Well-Being Centers, 23 Wellness Centers, and 14 School-Based Health Clinics in the District and ensure the scope of work is implemented. They will work collaboratively with all stakeholders to fully integrate the clinics and centers with all other LAUSD programs and initiatives.

Primary Duties and Responsibilities:

• Supports the Student Health and Human Services (SHHS) Strategic Plan around health and wellness
• Provides support to the District, Local Districts and school sites in establishing inter-agency memoranda of understanding, contracts, and operating agreements; works to implement school programs through detailed development of Service Delivery Applications and site delivery plans
• Assists in compliance and quality assurance efforts aimed at ensuring contracting standards and guidelines are followed by contractors rendering health, mental health, and social services to LAUSD students and families
• Supports the integration of the school-based health and wellness with other LAUSD and SHHS initiatives
• Provides leadership in resource mapping, needs assessments and linking new programs and resources to Wellness Networks, schools and communities
• Assists programs, such as Healthy Start, in the development and distribution of SHHS resource directories and related information at the geographic district level
• Makes recommendations for policy changes to improve service integration, interagency collaboration and student health and academic outcomes
• Convenes and facilitates Wellness Coordinating Council meetings and supports the LA Trust’s efforts to implement the Wellness Learning Collaborative
• Organizes other collaboratives aimed at integration and coordination of student health and human services, including Resource Coordinating Councils and school resource coordinating teams, safety collaboratives, and Coordinated School Health
• Supports the Wellness Coordinator and/or other support personnel in the coordination of wellness services
• Establishes best practices for the development of measurable outcomes around student and community engagement and network operations
• Works with school personnel and stakeholder teams to develop policies, procedures and protocols around accessing and referral to school-based health and wellness services
• Collaborates and works with Parent Centers and the Parent and Community Services Branch to establish systems for providing parents with access to District and community resources
• Assists in the coordination and implementation of SHHS research-based programs and activities, with emphasis on youth development programs, asset development, and school-wide positive discipline approaches.
• Assists in the coordination of staff development workshops and training programs related to student wellness, violence prevention, conflict resolution, anti-bias related incidences, dropout prevention and recovery, crisis intervention, and parent involvement programs for at-risk youth
• Supports the evaluation, data tracking and program accountability of school-based health and wellness programs and initiatives
• Performs other duties as assigned
Salary: 34D – E Basis ($84,774 - $105,452) – 234 Paid Days, 8-hour assignment

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.

Minimum Requirements

- Permanent certificated employee of LAUSD
- At least five (5) years of successful full-time public school service in a certificated position(s)
- A valid Pupil Personnel Services Credential, California Teaching Credential, Health Services Credential, or School Nurse Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools
- An earned master’s degree or advanced degree of at least equivalent standard from an accredited college or university

**NOTE:** All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-3872.

Desired Experience/Qualifications

- Ability to travel to sites throughout the District
- Leadership skill in facilitating group processes, including consensus building and resolution of conflict; and appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment
- Knowledge of roles and responsibilities of SHHS providers
- Knowledge in the use of current technology and software programs
- Ability to plan, organize, prioritize, and manage time for self and others
- Excellent oral and written communications skills, including resolution of conflict
- Ability to make formal, public presentations

Application Procedures

To be considered, applicants must submit the following materials:

1. A letter of interest describing how your experience has prepared you to successfully assume the Organization Facilitator position
2. A current resume (include employee number, if an LAUSD employee)
3. List of three (3) references that include your current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the positions

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Submit materials to **Celia Lopez** at Student Health and Human Services Division via email to **celia.lopez@lausd.net** and include the following in the Subject Line of the email:

**Organization Facilitator, SHHS (0446); Your Name**

**DEADLINE:** Friday, November 1, 2019 - 5:00 p.m.

_All application materials must be received by the filing deadline._

MATERIALS SENT BY FAX, SCHOOL MAIL, OR US MAIL WILL NOT BE ACCEPTED