



USC University of
Southern California

Senior Wellness Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	187221
<i>Job Title:</i>	Senior Wellness Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Psychological Counseling
<i>Job Family Group:</i>	Psychology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for assisting in the development, implementation and evaluation of wellness initiatives across the university, providing assessments and consultations from a mental health, positive psychology, and wellness perspective. Develops, implements and evaluates wellness training and education programs, provides consultation and expert advice, and identifies campus issues and trends concerning mental health and wellness. Responsible for providing timely assessment for student leaves including comprehensive leave plans and returns for USC students. Develops and manages various information systems across campus regarding wellness initiatives, policies, procedures, data, and resources to increase wellness issues awareness. Helps coordinate and implement effective wellness programs across the campus, all while maintaining required documentation and maintaining awareness of best practices in the field of mental health, positive psychology, harm reduction, and wellbeing.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Doctorate	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	in a professional role in a university setting, providing education, training, and consultation.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in the area of wellness, wellbeing, positive psychology, the fields of thriving and flourishing, harm reduction, and prevention and intervention strategies.
X		Consultation, outreach, and presenting skills are essential.
X		Experience working with a diverse population.
X		Demonstrated proficiency with University policies, protocols and databases.
X		Excellent problem-solving skills, written and oral communication skills.
X		Sensitivity to cultural, racial, ethnic, and sexual diversity.
	X	Although position will not provide any therapeutic interventions, clinical assessment skills are valued.
	X	Demonstrated experience providing education, trainings and workshops on the topics of wellness, wellbeing, thriving, flourishing, positive psychology, spirituality, and related areas.
	X	Possess specialized expertise and knowledge of wellness, wellbeing, positive psychology, and mental health promotion and prevention.

Other Job Factors

- Must maintain flexibility of schedule to respond to after-hours emergency situations.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the development, implementation, and evaluation of wellness initiatives for university faculty, staff, and students. Partners with schools and divisions to develop wellness teams and develop strategic plans to enhance the well-being of their constituents. Provides timely consultations to campus constituents regarding wellness.				
Provides assessments and consultations from a mental health, positive psychology, and wellness perspective to determine appropriate processes, policies, procedures, projects, and initiatives aimed at improving the well-being of the whole USC community (faculty, staff, students, departments, and campus environments).				
Develops, implements, and evaluates workshops, trainings, and education programs for faculty, staff, and students to assist recognition of others in distress and in need of help. Makes appropriate referrals. Takes appropriate measures to increase the likelihood of distressed persons to get support and professional care.				
Provides consultation and expert advice on best practices, industry trends and emerging issues to senior management, department leadership, and primary stakeholders and constituents.				
Identifies campus incidents, issues and trends and coordinates and/or collaborates on the creation and delivery of appropriate trainings and workshops. Maintains and provides necessary analyses, projections and reports as requested.				
Provides timely assessment for student health leaves and follow-up with students, faculty, administrators, health providers, and others in developing comprehensive leave plans and returns. Manages various contacts with faculty, staff, students and family members who are concerned about a member of the campus community related to health leaves.				
Manages data collection, evaluations, and analysis for health leave and wellness interventions, policies, procedures, and practices.				
Works with campus leaders to increase awareness of appropriate wellness interventions and educational resources. Obtains and provides feedback on the type and quality of services. Ensures that best practices are being utilized in all wellness and wellbeing activities.				
Manages the logistics of the university's wellness programs. Develops, implements, and updates related standard operating procedures and guidelines. Prepares and updates resource materials related to wellness including the Virtual Wellness Assistant, wellness apps, other online tools, and campus training guide.				
Maintains required and recommended database of interventions, meetings, and follow-up actions.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.