UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Wellness Specialist

Job Code: 187221

OT Eligible: No

Comp Approval: 8/22/2017

JOB SUMMARY:
This position is 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. The Senior Wellness Specialist 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. The position is also responsible for providing timely assessment for student leaves including comprehensive leave plans and returns for USC students. The Senior Wellness Specialist develops and manages various information systems across campus regarding wellness initiatives, policies, procedures, data, and resources to increase wellness issues awareness. The Senior Wellness Specialist 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 ACCOUNTABILITIES:

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<td>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.</td>
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<td>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).</td>
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<td>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.</td>
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<td>Provides consultation and expert advice on best practices, industry trends and emerging issues to senior management, department leadership, and primary stakeholders and constituents.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Manages data collection, evaluations, and analysis for health leave and wellness interventions, policies, procedures, and practices.</td>
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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 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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes  
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Combined experience/education as substitute for minimum education

Master's degree

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Experience in the area of wellness, wellbeing, positive psychology, the fields of thriving and flourishing, harm reduction, and prevention and intervention strategies. Consultation, outreach, and presenting skills are essential. Experience working with a diverse population. Demonstrated proficiency with University policies, protocols and databases. Excellent problem-solving skills, written and oral communication skills,

**Preferred Education:**

Doctorate

**Preferred Experience:**
Preferred Field of Expertise:

Seven to ten years’ professional experience in a university setting, preferably in a role that provided education, training, and consultation. Although position will not provide any therapeutic interventions, clinical assessment skills are valued. Demonstrated experience providing education, trainings and workshops on the topics of wellness, wellbeing, thriving, flourishing, positive psychology, spirituality, and related areas. Possess specialized expertise and knowledge of wellness, wellbeing, positive psychology, and mental health promotion and prevention. Sensitivity to cultural, racial, ethnic, and sexual diversity.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Interviewing
Organization
Planning
Project management
Public speaking/presentations
Research
Scheduling
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

Supervises: Nature of Work:

Administrative
Managerial
Professional/Paraprofessional

Comments:

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

Employee: ________________________________  Date: ________________________________

Supervisor: ______________________________  Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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