



## CHOATE ROSEMARY HALL

### Wellness Coordinator Job Description

The Wellness Coordinator is a 46-week Associate Faculty position reporting to the Associate Head of School. The Wellness Coordinator is primarily responsible for overseeing Choate's sexual misconduct prevention and response efforts; these include education and awareness efforts as well as compliance with federal and state laws. The Wellness Coordinator also serves as a part-time member of Choate's Counseling Team. In addition to working closely with the Associate Head of School, the Coordinator works collaboratively with the Dean of Student's Office and Health Services.

1. To fulfill responsibilities related to sexual misconduct prevention and response, the Wellness Coordinator:
  - Oversees all aspects of the sexual misconduct report process, which includes reporting (being point for receiving reports *and* ensuring reporting to DCF and police), investigation, notification, adjudication, sanction, and appeals, ensuring the process is timely, impartial, and fair;
  - Coordinates the activities, including identification and training, of a team that works to provide a coordinated and comprehensive response to victims of sexual assault;
  - With this team, provides 24/7 advocacy services;
  - Coordinates access to internal and external resources, including local response providers;
  - Provides expertise and technical assistance for all sexual misconduct prevention initiatives;
  - Serves as a resource for community members to ensure compliance and coordination with School policies and federal and state laws;
  - Coordinates with School counsel to ensure compliance with applicable laws;
  - Monitors the outcomes of complaints and continuously evaluates trends and patterns, both internal and external, that could impact the institutional climate;
  - Maintains a list of campus (internal) and community (external) referrals and support services to meet victims' practical, emotional, spiritual, and economic needs;
  - Develops relationships with external practitioners;
  - Serves at the main point of contact for all training efforts related to reporting and investigations;
  - Develops an annual training plan that lays out the strategy for content, audiences to reach, and means of delivery;
  - Reviews annually all training related to the sexual misconduct report process to account for emerging best practices and adjustments to federal guidance and laws;
  - Serves as the main point of contact in the creation, implementation, and revision of all sexual misconduct-related policies; and

- Participates in the development, implementation, and refinement of the School's Life Long Wellness Program.

*Note:* Reports of sexual misconduct could be current or historical, and could concern student-on-student behaviors, adult-on-student behaviors, student-on-adult behaviors, or adult-on-adult behaviors, though reports involving adults are referred to outside investigative counsel.

2. The Wellness Coordinator, in their role as a member of the Counseling team, would *not* be involved in counseling the victim, accused, or witnesses involved in any sexual misconduct report received. To fulfill responsibilities related to being a part-time member of the Counseling team, the Wellness Coordinator (within the scope of the individual's license, training, and experience, and as these responsibilities intersect appropriately with sexual misconduct prevention and response):
  - Completes clinical assessments;
  - Provides individual and group counseling (positively involving parents and families);
  - Is available to respond to students' emotional and mental health crises;
  - Maintains electronic case notes and other documentation as required by State law and Health Services policies and procedures;
  - Adapts counseling techniques to ensure equitable and respectful care and support for students with diverse cultural beliefs and practices, from varied backgrounds, and with varying degrees of health and wellness literacy;
  - Practices as part of, and consulting with, our interdisciplinary, inter-professional team of mental health and medical professionals;
  - Engages and collaborates with faculty members and administration;
  - Consults and coordinates care with outside providers; and
  - Assists in the preparation of periodic and required departmental reports.
3. The Wellness Coordinator teaches in the Life Long Wellness program.
4. The Wellness Coordinator takes on other duties as assigned by the Head of School or Associate Head of School.