

Wellness WORKs! Instructor

PD No.:PD-1164

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**POSITION DESCRIPTION INFORMATION**


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To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

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**POSITION INFORMATION**


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<b>Type of Action Requested:*</b>	New (Create a new Position Description)
<b>Internal Team:*</b>	ST-CSUS Stockton - 30201
<b>Job Code/Employee Classification:*</b>	Casual Worker <u>Job Code: 1800</u>
<b>Classification Title:</b>	Casual Worker
<b>MPP Job Code:</b>	
<b>Position Number:</b>	No position selected.
<b>CSU Working Title:*</b>	Wellness WORKs! Instructor
<b>Salary Range/Grade:</b>	1800-CASUAL WKR-Grade-0
<b>Reports to Supervisor:</b>	Sarah Sweitzer
<b>Reports To:*</b>	Dean of Stockton Campus <u>Position no: ST-10000408</u>
<b>Campus:*</b>	Stanislaus
<b>Division:*</b>	Academic Affairs
<b>College/Program:*</b>	Academic Affairs
<b>Department:*</b>	CSUS Stockton - 30201
<b>FLSA Status:</b>	Non-Exempt
<b>Hiring Type:</b>	Temporary
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	hourly intermittent

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**POSITION DESIGNATION**


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<b>Mandated Reporter:*</b>	General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No

<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	No
<b>Access to controlled or hazardous substances:</b>	No
<b>Access/responsibility to personal info:</b>	No
<b>Control over Campus business processes:</b>	No
<b>Responsibilities requiring license or other:</b>	No
<b>Responsibility for use of commercial equipment:</b>	No
<b>Is this a Campus Security Authority (CSA):</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Serves a security function:</b>	No
<b>Designated recipient for crime/misconduct reports:</b>	No
<b>Significant responsibility for Student Activities:</b>	No
<b>Significant responsibility for Campus Activities:</b>	No
<b>Job Summary/Basic Function:*</b>	The Wellness WORKs! Instructor plays a crucial role in delivering wellness classes and activities to San Joaquin County CalWORKs participants. This position involves conducting programs focused on wellness, productivity, and life skills training.
<b>Minimum Qualifications:*</b>	<ul style="list-style-type: none"> <li>• Education: Completion of a high school program, technical/vocational program, or their equivalents.</li> <li>• Experience: 2 years of related experience.</li> </ul>
<b>Required Qualifications:</b>	<ul style="list-style-type: none"> <li>• Understanding of instructional design principles and methodologies.</li> <li>• Knowledge of educational technologies and tools for course delivery.</li> <li>• Familiarity with safety protocols and procedures in educational settings.</li> <li>• Awareness of industry trends and developments in the relevant field.</li> <li>• Strong organizational and time management skills.</li> <li>• Excellent communication and interpersonal skills for participant guidance.</li> <li>• Ability to collaborate effectively with colleagues and stakeholders.</li> <li>• Proficiency in creating and delivering instructional materials.</li> <li>• Ability to adapt to changing educational needs and technologies.</li> <li>• Capacity to work independently and as part of a team.</li> <li>• Critical thinking and problem-solving abilities for course evaluation and improvement.</li> <li>• Attention to detail and accuracy in maintaining course materials and records.</li> <li>• A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.</li> </ul>
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"> <li>• Some college coursework or degree in relevant field.</li> <li>• Experience working with CalWORKs! (Welfare) population.</li> <li>• Certification or training in wellness education, life skills coaching, or related areas.</li> <li>• Experience facilitating presentations.</li> <li>• Knowledge of CPR, First Aid, and workplace safety protocols.</li> <li>• Familiar with HIPPA laws and regulations.</li> </ul>
<b>Special Conditions:</b>	
<b>License / Certification:</b>	
<b>Supervises Employees:*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>If position supervises other employees; list position titles:</b>	

## Job Duties

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### JOB DUTIES

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% of time	Duties / Responsibilities	Essential / Marginal
100	<ul style="list-style-type: none"><li>• Conduct organized classes to meet course requirements.</li><li>• Advise and assist participants in achieving course objectives.</li><li>• Stay updated with developments in the relevant field.</li><li>• Maintain control of assigned equipment, materials, and supplies.</li><li>• Attend required meetings.</li><li>• Participate in evaluating and revising course offerings.</li><li>• Provide written course outlines and handouts to participants.</li><li>• Coordinate with staff on instructional materials.</li><li>• Report any health or safety concerns to the appropriate authority.</li></ul>	Essential

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## Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

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### Physical and Mental Requirements

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<b>Bending:</b>	Occasionally - Essential
<b>Climbing:</b>	Never
<b>Concentrating:</b>	Frequently
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Occasionally
<b>Keyboarding and Mousing:</b>	Frequently
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Occasionally
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Frequently
<b>Sitting:</b>	Frequently
<b>Standing:</b>	Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1  
Description:**

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

**Other Physical and Mental Req No.1 Frequency:**

Constantly - Essential

**Other Physical & Mental Requirement No. 2  
Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3  
Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

## Environmental Requirements

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<b>Drive motorized equipment:</b>	Never
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Occasionally
<b>Indoor (Typical office environment):</b>	Frequently

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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<b>Other Environmental Requirement No. 1 Description:</b>	Typical classroom/office environment and equipment.
<b>Other Environmental Req No.1 Frequency:</b>	Constantly - Essential
<b>Other Environmental Requirement No. 2 Description:</b>	
<b>Other Environmental Req No.2 Frequency:</b>	
<b>Other Environmental Requirement No. 3 Description:</b>	
<b>Other Environmental Req No.3 Frequency:</b>	
<b>Other Environmental Requirements:</b>	