

# Limited-duration Grant-funded Special Assignments

**REVISED**

Form submitted by: **Julio R. Flores**

Date: **January 9, 2025**

Revised Date: **October 7, 2025**

Department/Office: **Counseling & EOPS**

Grant Duration: Spring 2025- December 2026

Project Title: Health Care Access and Information (HCAI) Certified Wellness Coach education program  
Faculty Lead

## **Project Description**

This grant is designed to support California Community Colleges and Department of Health Care Access and Information (HCAI) to develop and implement a “Certified Wellness Coach” education program, which aims to address mental health challenges for children and youth by training new Certified Wellness Coaches to provide care to young people through prevention and early intervention services. Certified Wellness Coaches will promote social-emotional well-being, prevent behavioral health challenges, and increase access to mental health and substance use services for youth across California

We are seeking a dedicated and collaborative HCAI Faculty Lead. This role will work closely with the HCAI administrator to ensure grant deliverables are met, focusing on curriculum development and grant coordination.

Essential Functions for the HCAI Faculty Lead assignment include:

### **Communities of Practice Participation**

- Attend up to 4 quarterly meetings for the Communities of Practice to be hosted by HCAI and Foundation for California Community Colleges (FCCC).
- Complete a pre-survey to determine high-interest topics and identify preferred types of support.
- Participate in two one-on-one interviews with FCCC project specialists to identify program needs and inform the development of quarterly community of practice meetings.
- Engage in ad hoc meetings and other supportive activities as needed.

### **Grant Coordination and Reporting**

- Participate in kick-off convening with all the grantees of HCAI grant.
- Participate in two grant progress meetings.
- Collaborate with the HCAI administrator to ensure all grant objectives are met.
- Attend one funding partner meeting with HCAI and FCCC team.
- Work with HCAI Administrator and IERP to review programmatic metric data as requested, including:
  - Program enrollment and completion/graduation rates.
  - Participant attainment of specific competencies as outlined by HCAI's education standards.
  - Participant characteristics, activities, and outcomes.

- Participant educational, professional, and employment information.
  - Administrative and program expenditures.
- Work with HCAI Administrator to prepare and submit interim and final reports, including descriptions of program expansion and/or revision activities accomplished with the provided funds.

### **Curriculum Development**

- Work collaboratively with *HCAI Hourly Assignment Social Work/Human Services (SWHS) and Addiction Studies (AODS) Faculty* to develop and refine curriculum based on grant objectives and curriculum in the HCAI Wellness Coach Program.

### **HCAI Hourly Assignment**

We are additionally seeking an Hourly Assignment SWHS and AODS faculty. Hourly faculty will work closely with the HCAI Faculty Lead on curriculum development.

### **Essential Functions for the HCAI Hourly Assignment SWHS and AODS assignment include:**

- Develop and refine curriculum based on grant objectives and curriculum in the HCAI Wellness Coach Program.

### **Term**

From selection date in Spring 2025, with renewal for following terms, subject to project completion and annual review of funding, job responsibilities, and availability of the position holder.

### **Reporting**

HCAI Faculty Lead reports to the HCAI Administrator.

### **Compensation Structure**

*HCAI Faculty Lead:*

This position will receive up to 153.13 hours reassigned time each semester. [REDACTED]  
[REDACTED]. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect actual hours worked. Assignments outside of the regular semester are contingent on funding and as approved by the HCAI administrator.

*HCAI Hourly Assignment Faculty:*

Offer hourly faculty assignment, not to exceed 75 hours total per semester. Assignment is contingent on funding and as approved by the HCAI administrator.

### **Selection Process**

*HCAI Faculty Lead:*

1. Eligibility:
  - a. SWHS (e.g. HUSV and AODS) faculty are eligible to serve in this special assignment position.
2. Call for Applicants:
  - a. The VPSS will email an open call to SWHS faculty members to solicit interest. Eligible faculty members will complete an interest form, which will include how the faculty member meets the desired skills, knowledge and experience for the position
3. Selection:
  - a. The VPSS, or designee, will convene a three-person committee to review completed interest forms, select candidates with whom to meet, and make a recommendation for the final selection by the VPSS.

*HCAI Hourly Assignment SWHS and AODS:*

HCAI administrator will recruit, by way of email, faculty in the SWHS and AODS program to assist with updating current curriculum during the grant period. Interested faculty should email the following HCAI administrator noting their interest and requisite knowledge or experience. The HCAI administrator will review applications, and candidates will be notified a week after the deadline.

Received by AFA: February 5, 2025 AD/ss

Revision received and reviewed by AFA 10/9/25 AD/KFT/ss