AUBURN
Human Resources

# Case Manager I, Student

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE73A |
| Job Description Title | Case Manager I, Student |
| Pay Grade | HW07 |
| Range Minimum | $43,420 |
| 33rd % | $50,660 |
| Range Midpoint | $54,280 |
| 67th % | $57,900 |
| Range Maximum | $65,130 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/25/2019 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Health & Wellness |
| Job Function: | Mental & Behavioral Health |

## JOB SUMMARY

Provides case management, crisis intervention, triage, outreach, consultation, and administrative services to students.

## RESPONSIBILITIES

- Contributes to the management and coordination of the Student Counseling Services (SCS) clinical case management system (e.g., client wait list) including follow-up to ensure that clients are appropriately assessed, successfully referred, and compliant with treatment recommendations.
- Collaborates with SCS staff, community providers and other campus constituencies in the planning, implementation, and coordination of care of SCS clients and high-risk students.
- Assists students with mental health services coordination and needs including, but not limited to, referral to community resources and facilitate access to medical and/or psychiatric care. This includes coordination and facilitation of hospitalizations and mental health treatment through and post discharge as well as maintenance of a hospitalizations database.
- Maintenance and expansion of a database of referral resources and community services.
- Initiates and maintains ongoing liaison relationships with community health providers, services, hospitals, and other resources.
- Provides day time on-call triage and crisis services. May involve after hours on-call triage and crisis services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

**requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | Degree in Counseling, Social Work or related field (e.g., Psychology, Education) | and | 0 years of | Counseling experience that has been supervised by licensed mental health professionals. | |

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| Substitutions Allowed for Experience | Yes |

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| | Licensed Master Social Worker - State Licensure | Upon Hire | Required | And |
| | Licensure as a Licensed Independent Clinical Social Worker (LICSW) in the state of Alabama is required within 24 months of hire. | within 2 Years | Required | And |
| | ALC - Associate Licensed Counselor - State Licensure | Upon Hire | Required | And |
| | Licensure as a Licensed Professional Counselor (LPC) in the state of Alabama is required within 24 months of hire. | within 2 Years | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |