AUBURN
Human Resources

Case Manager III, Student

Job Description

JOB INFORMATION

Job Code	AE73C
Job Description Title	Case Manager III, Student
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
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

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

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	4 years of	Counseling experience that has been supervised by licensed mental health professionals	

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

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:
Ability to see information in print and/or electronically.