
Auburn University Job Description

Job Title:	Case Manager, Student	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	AE73	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt	Level III	Grade 32 \$35,000 - \$58,400

Job Summary

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

Essential Functions

1. 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.
2. 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.
3. 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.
4. Maintenance and expansion of a database of referral resources and community services.
5. Initiates and maintains ongoing liaison relationships with community health providers, services, hospitals, and other resources.
6. Provides day time on-call triage and crisis services. May involve after hours on-call triage and crisis services.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Masters degree in discipline appropriate to position with no experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 6 years experience. Experience must include at least 4 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Masters degree in discipline appropriate to position with no experience.
- Level II** Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Masters degree in discipline appropriate to position plus 6 years experience. Experience must include at least 4 years at the preceding level or equivalent.

Focus of Education

Degree in Counseling, Social Work or related field (e.g., Psychology, Education)

Focus of Experience

Counseling experience that has been supervised by licensed mental health professionals.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Licensed Professional Counselor (LPC), Licensed Independent Clinical Social Worker (LICSW), or licensure as a Psychologist in the State of Alabama is required within 12 months of hire.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 10/25/2019
