Case Manager I, Student

Job Code: AE73A
Job Description Title: Case Manager I, Student
Pay Grade: HW07
Range Minimum: $37,900
33rd %: $44,233
Range Midpoint: $47,400
67th %: $50,567
Range Maximum: $56,900
Exemption Status: Exempt
Approved Date: 1/1/1900 12:00:00 AM
Legacy Date Last Edited: 10/25/2019

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.

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

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Focus of Education</th>
<th>Years of Experience</th>
<th>Focus of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Degree</td>
<td>Degree in Counseling, Social Work or related field (e.g., Psychology, Education)</td>
<td>and 0 years</td>
<td>Counseling experience that has been supervised by licensed mental health professionals.</td>
</tr>
</tbody>
</table>

**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 Knowledge, Skills, & Abilities

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

### Minimum Licenses & Certifications

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

### Physical Demands & Working Conditions

**Vision Requirements:**

Ability to see information in print and/or electronically.