



Human Resources

Job Title: Clinical Case Manager Title IX/Advocate Program Coordinator	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Health & Counseling Center	Location:
Department: Academic Affairs	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

The incumbent primarily facilitates case management referrals to campus partners/organizations, local hospitals, and community providers, and follow-up with referred students to ensure their needs are met. The Clinical Case Manager will also develop a trusted network of medical and mental health professionals in the community who can effectively absorb referrals from the university. The individual selected for this position will serve as a member of a multidisciplinary team. The individual selected will also serve as the Title IX/Advocate Program Coordinator for the HCC and ensure that St. Edward’s university students who have experienced interpersonal and sexual violence are provided excellent support. This position will comply with the professional requirements of the HCC and St. Edward’s University policies and procedures, as well as all State and Federal professional legal requirements. The HCC is part of a vibrant and growing university community and is dedicated to supporting the healthy development of the whole student. We seek an enthusiastic and collaborative colleague who is interested in contributing to the growth of the students, the department, and the university as a whole.

Additionally, this position will provide outreach and consultation to the campus community (students, faculty, and staff) and will work very closely with other university personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Services

- In collaboration with the director of HCC and clinicians, develop, maintain and monitor a clinical case management system to provide continuity of care and follow-up.
- Provide follow-up to screenings and assessments to determine student’s needs and formulate and recommend action plans.
- Maintain ongoing relationships with identified students consistent with case action plans.
- Provide case management of students with complex mental and physical health problems, learning disabilities and comorbidities.
- Assist in maintaining and managing student information and records to include the timely processing of online files regarding follow-up; utilizing a data base system that is internal to HCC.
- Coordinate student transitions from SEU services to external, community providers if necessary (e.g., psychiatric/psychological treatment services, alcohol/drug/addiction treatment services, return to parental care).

- Assist students in attendance and compliance with medical/mental health appointments.
- Provide appropriate medication assistance/referrals for uninsured students.
- Follow-up to ensure that higher-need students are appropriately and successfully referred and compliant with treatment recommendations.
- Revise, develop and maintain a database of referral resources and services in surrounding community.
- Consultation to university departments, staff, and faculty.
- Participation in university Strategic Priorities and Student Affairs initiatives.
- Offer support to students in identifying and locating financial and food resources.
- Provide supervision of social work interns providing case management to St. Edward's students.
- Crisis intervention, including rotating after-hours on-call duty.
- Participate in triaging new incoming students seeking services.
- Campus outreach programs and workshops.
- Other related duties as assigned.

Title IX/Advocate Program Coordinator

- Communicates through list serves to gather information and research of best practices for providing trauma informed care to survivors of sexual assault and/or interpersonal violence.
- Selects volunteer Staff Advocates, and provides advocate training and debriefing opportunities.
- Conducts trainings and presentations across campus to increase awareness of available support and reporting resources for Title IX cases.
- Facilitates a more supportive climate and trauma-informed response to survivors.
- Collaborates with local and national community agencies/organization, such as the local Sexual Assault Resource and Response Team (SARRT), to improve collaboration around services provided to students.
- Provides training opportunities/continuing education opportunities for HCC staff and campus partners to exchange materials and advance their knowledge of Title IX related issues.
- Maintains files accurate and all records generated from the Advocate program.

QUALIFICATIONS

Required

- Master degree in counseling, psychology, social work or related mental health field.
- Professional Licensure to practice in Texas at the time of hiring.
- Experience in medical and mental health case management, crisis intervention and community programming.
- Knowledge/training in multicultural issues.
- Ability to work effectively in a brief, psychotherapy approach.
- Ability to work collegially in a diverse, multicultural community.
- A working knowledge of HIPPA and FERPA.
- Sensitivity to confidentiality, diversity, and multicultural issues.
- Excellent interpersonal communications skills-in person, in writing, and via technology.
- Highly developed organizational and time management skills.
- Ability to work congruently within the mission of the university, division and department.
- Successful completion of an employment and/or criminal history background check.

Preferred

- Experience working with young adult population.
- Training or experience working in a university setting.
- Experience supervising trainees.

- Experience with providing trauma informed care.
- Experience serving BIPOC communities.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department

PHYSICAL REQUIREMENTS

Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: Direct supervision is from the Director Health & Counseling

SUPERVISION EXERCISED: None.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Has knowledge of Microsoft Office and Google Suite software programs.
- Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction.
- Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edwards University.

this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>