

Sam Houston State University Human Resources

Staff Classification Description – Case Manager

Skill Category: Professional

Position (Employee) Class: 3N678 (E1), 4N068 (NB)

Grade: 17

Date: 10/2014

Department: Counseling Services

Educational & Experience Requirement: Master's degree in social work from a Council on Social Work Education (CSWE) accredited program. Three years of experience providing case management and clinical social work services. Must be licensed, or license eligible, as a Licensed Clinical Social Worker (LCSW) in the state of Texas. If currently unlicensed in Texas, must obtain license within 12 months of hire. Experience with a university student population and experience with crisis intervention preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Coordinates prevention, intervention, and support services across campus, community, and family systems to assist students facing various barriers that impede personal and academic stability and success.

Supervision Given & Received: Works under general direction of the Assistant Vice President for Student Services.

Primary Responsibilities: Provides direct clinical services to Counseling Center clients as appropriate. Serves as a resource to Sam Houston State University (SHSU) students with specific challenges in order to support academic and developmental success. Provides case management of students with complex mental health problems and comorbidities. Serves as the referral coordinator for students in need of off-campus resources. Coordinates student transitions from SHSU services to external and community providers as necessary. Reevaluates the treatment plan according to the client's need over time. Partners with the student and collaborates with other relevant parties in the service of developing support plans for the student. Communicates with staff, parents, families, or designated emergency contacts regarding emergencies, including hospitalizations and other crises, to help facilitate student success on campus, or transition back to campus if possible when issues are appropriately resolved. Consults regularly with the various departments on campus regarding services, access, and care. Builds and maintains collaborative relationships with SHSU campus agencies and community providers to include mental health, physical health, social services and community support programs. Helps develop a database of community resources. Performs other related duties as assigned.

Other Specifications: Should have a knowledge of, and experience with, local mental health resources and systems of service, or the ability to develop same. Must demonstrate strong problem-solving skills and the ability to develop, implement, and evaluate effective treatment plans. Must be able to work with a diverse population and demonstrate an ongoing commitment to diversity.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.