

University of California, Riverside Student Affairs Case Manager Job Description

Salary: \$48,678 - \$74,144

Title: Student Affairs Case Manager

Category: Management and Professional

Department: AVC/Dean of Students

Date Posted: 07/06/2012

Final Filing Date: open until filled

Schedule: 8AM - 5PM

Position Information:

The University of California, Riverside seeks a Case Manager to plan, develop, organize, implement, and evaluate a full range of case management services for students with an emphasis on identifying University and community resources to address student's medical, psychological, psychiatric, social, financial, and academic needs.

Minimum Requirements:

- Two to three years post masters professional experience in providing counseling and case management to complex clients. Education and/or experience equivalent to a Masters degree in social work, psychology, or counseling from an accredited program. Active and current licensure in California.
- Experience working with a diverse population and demonstrated multicultural competency.
- Knowledge of principles and practices of social work and case management techniques. Advanced psychosocial assessment skills.
- Skill in working as part of a team and collaborating with colleagues. Skill in establishing and maintaining cooperative working relationships.
- Experience in directing, organizing, and prioritizing workload to meet required deadlines and department objectives.
- Skill in preparing comprehensive and in-depth analysis of complex, sensitive, and multi-faceted issues, particularly under tight time constraints.
- Superior written and verbal communication skills to effectively and professionally communicate using tact and diplomacy with internal and external campus community including international visitors.
- Ability to maintain confidentiality at all times.
- Skill in generating a number of different approaches to problems.
- Personal Computing skills including skill and experience in creating and editing documents in word processing applications, creating and editing spreadsheets and reports; maintaining simple or moderately complex databases through data entry, data queries, and database design modifications, Internet search engines for data gathering purposes and using e-mail messaging and automated calendaring systems.

Preferred Qualifications:

- Experience in crisis intervention.
- Expertise in suicide prevention services and programs.
- Experience in victim advocacy work.
- Knowledge of Riverside/San Bernardino area social services networks.
- Experience with a traditional college-age population and/or in a university setting.