



## Job Title: Clinician and Case Manager

<b>Date Updated:</b> 4/7/2023	<b>CBU:</b> UMPSA
<b>Position No:</b> 00010855	<b>Job Family:</b> Student Life Services
<b>Department:</b> ALEAS	<b>FLSA:</b> Exempt
<b>Campus:</b> Bangor	<b>Wage Grade:</b> U-03

### I. Position Summary:

This position provides direct service to students in the form of short-term clinical counseling, crisis intervention, and referrals. In collaboration with other UMA Student Support staff, this position also serves as a consultant to various other UMA constituents, including employees in the UMA housing department and UMA Centers, to support students' emotional and behavioral well-being.

### II. Duties/Responsibilities:

#### Essential Duties

1. Provide in-person and remote clinical counseling services to assist UMA students in navigating immediate stressors that might otherwise interfere with successful academic outcomes and completion.
2. Provide outreach and services onsite at UMA's residential facilities.
3. Employ Motivational Interviewing, Solution-Focused, and Brief Counseling techniques to assist in the meaningful resolution of acute situations that adversely affect student engagement and positive academic outcomes.
4. Provide direct case management services including assessment, internal and external referrals, and crisis intervention for UMA students.
5. Build a network of resources to facilitate comprehensive care and close resource gaps.
6. Assist in creating individualized plans intended to mitigate strains brought on by circumstantial factors (such as economic hardship, food insecurity, etc.).
7. Identify alternative ways to assist students in meeting their basic needs and facilitate necessary referrals/paperwork submission to bridge gaps between immediate needs, available programming, and resources (internal and external to UMA), and support successful persistence.
8. Serve as a resource for students regarding UMA terminology, practices, policies, community, and available technology and student support.
9. Serve on UMA's CARE team to facilitate closer monitoring of at-risk students to assist in the meaningful resolution of acute situations that adversely affect student engagement and positive academic outcomes.
10. Assist with monitoring Student Support and Development (SSD) expenditures as assigned and notify the manager of potential problems.
11. Provide input into the budget development process as requested.
12. Attend staff and other relevant meetings.
13. Participate in appropriate UMA committees and governance units.
14. Maintain involvement in appropriate professional development activities.



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15. Participate in appropriate community service activities that are in keeping with the UMA mission.

**Note: UMA reserves the right to change or assign additional duties as necessary.**

### **III. Reporting Relationship:**

This position reports to the Director of Counseling and Wellness.

### **IV. Supervisory Responsibilities:**

This position may supervise graduate-level interns and practicum students.

### **V. Budgetary Responsibilities:**

This position will assist with monitoring expenditures as assigned and notifying the manager of potential problems as well as providing into the budget development process as requested.

### **VI. Knowledge, Skills, and Qualifications**

#### **Required:**

- Clinical counseling license
- Master's degree in counseling, social work, or related discipline
- Experience providing case management services
- Demonstrated organizational and project management skills
- Excellent oral, written, and interpersonal skills
- Demonstrated capacity to work independently and as part of a team
- Computer competency and record-keeping proficiency
- Ability to work weekend & evening hours as necessary (normal schedule is 8:00 AM – 5:00 PM, Monday through Friday)
- Ability to participate in staff rotation of weekend/after-hours phone consultation for UMA After Hours support line
- Ability to travel to residential halls off campus as necessary

#### **Preferred:**

- Experience with adult learners
- Experience working with college students, especially those who are first-generation to attend college, individuals with low income, and/or individuals with disabilities
- Familiarity with distance education technologies and/or adaptive technologies
- Experience delivering services for students with disabilities, tutoring, advising, or other student support services
- Demonstrated commitment to diversity, equity, and inclusion

### **VII. Working Conditions:**

The individual in this position should be able to perform in the following working conditions with or without accommodation:



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- consistently work in an indoor setting
- occasionally move about the office/campus to complete tasks
- frequently sit at a desk and operate a computer and other office equipment
- frequently use their fingers and hands for keyboarding and use of other office equipment
- frequently communicate with others in person, in writing, or over a telephone or video conference
- required to have close visual acuity to perform several of the essential duties
- work Monday through Friday from 8:00 am to 5:00 pm with occasional evenings and weekends as necessary
- travel to residential halls off campus as necessary

**VIII. Signatures:**

The signatures indicate the employee and immediate supervisor have reviewed the job description.

Employee Signature/Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Immediate Supervisor

Signature/Date: \_\_\_\_\_

Immediate Supervisor Printed Name: \_\_\_\_\_