



Job Title: Clinical and Case Management Coordinator

Date Updated:	6/28/2021	CBU:	UMPSA
Position No:	00024244	Job Family:	Student Life Services
Department:	ACOUN	FLSA:	Exempt
Campus:	Augusta	Wage Grade:	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 and Development 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 student's emotional and behavioral well-being.

II. Essential Duties:

1. Provide short-term, clinical counseling services to assist UMA students to navigate immediate stressors that might otherwise interfere with successful academic outcomes and completion.
2. Provide outreach and services onsite at UMA's residential facilities.
3. Provide direct case management services including assessment, internal and external referrals, and crisis intervention for UMA students.
4. Build a network of resources to facilitate comprehensive care and close resource gaps.
5. Assist in creating individualized plans intended to mitigate strains brought on by circumstantial factors (such as economic hardship, food insecurity, etc.).
6. 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, resources (internal and external to UMA), and support successful persistence.
7. Serve as a resource guide regarding UMA terminology, practices, policies, community, and available technology and student supports.
8. Operate from a systems perspective to broker and link students to services.
9. Promptly communicate with other campus constituents as necessary to support the best outcomes.
10. Communicate to UMA's CARE team to facilitate closer monitoring of at-risk students to assist in the meaningful resolution of acute situations that are adversely affecting student engagement and positive academic outcomes.
11. Employ Motivational Interviewing, Solution-Focused, and Brief Counseling techniques to assist in the meaningful resolutions of acute situations that are adversely affecting student engagement and positive academic outcomes
12. Assist with monitoring SSD expenditures as assigned and notify the manager of potential problems.
13. Provide input into the budget development process as requested.
14. Attend staff and other relevant meetings.



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15. Participate in appropriate UMA committees and governance units.
16. Maintain involvement in appropriate professional development activities.
17. Participate in appropriate community services 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 the Center for Student Support and Development on the Augusta campus.

IV. Supervisory Responsibilities:

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

V. Knowledge, Skills, and Qualifications

Required:

- Clinical counseling license
- Master's degree in counseling, social work, or related discipline
- Experience providing case management services and awareness of local community resources
- 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)

Preferred:

- Experience with adult learners
- Experience working with college students 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

VI. Working Conditions:

The person in this position:

- works consistently in an indoor setting
- will occasionally need to move about the office/campus to complete tasks



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- will constantly sit at a desk and operate a computer and other office equipment
- will constantly use their fingers and hands for keyboarding and use of other office equipment
- will frequently communicate with others in person, in writing, or over a telephone or video conference
- is required to have close visual acuity to perform several of the essential duties
- will work Monday through Friday from 8:00 am to 5:00 pm with occasional evenings and weekends as necessary

VII. 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: _____