Case Manager  
Counseling and Psychological Services  
San José State University  
San José, California  
Subject to Budgetary Approval

JOID# : 24055

Rank: SSPAR I or II (12-Month) Tenure-Track;  
(equivalent to an Assistant or Associate Professor)

Required  
Education (SSPAR I)  
- Master’s Degree in Social Work and licensed in the State of California or eligible to sit for licensure by the anticipated start date; or  
- Doctorate in counseling or clinical psychology from a regionally accredited university and licensed in the State of California or eligible to sit for licensure by the anticipated start date; or  
- Graduate Degree in MFT and licensed in the State of California or eligible to sit for licensure by the anticipated start date.

Education (SSPAR II)  
- Master’s Degree in Social Work and licensed in the State of California; or  
- Doctorate in counseling or clinical psychology from a regionally accredited university and licensed in the State of California; or  
- Graduate Degree in MFT and licensed in the State of California.

Experience (SSPAR I)  
- expertise in case management services;  
- awareness of, sensitivity to, and knowledge in facilitating the personal and educational goals of a multicultural population;  
- demonstrated effectiveness in working with a variety of racial/ethnic groups and diversities including multi-racial identity; gender; gay, lesbian, bisexual, transgendered; disabilities; country of origin; and religion;  
- experience in outreach and consultation;  
- strong clinical and crisis management skills;  
- excellent interpersonal and communication skills;  
- strong planning and organizational skills.

Experience (SSPAR II)  
- Along with the experience listed above for SSPAR I, a minimum of 6 years experience as a social worker, case manager, or mental health clinician.

Preferred  
- Experience with diverse student populations on college campuses.  
- Strong working knowledge of local community resources.  
- Strong knowledge of private health insurance benefits as well as MediCal.  
- Multilingual/multicultural.  
- Proficient in database management and computer record-keeping systems.

Responsibilities  
Candidates must address the mental health and welfare, as well as the educational and academic achievement needs of a student population of great diversity with regard to ethnic,
racial, country of origin, gender, sexual orientation, transgendered, disability, and religious diversity.
Successful candidates are expected to collaborate and work closely with other disciplines/departments, developing and implementing innovative non-traditional services for the diverse student population.

**Summary of Duties:** Under the general supervision of the Director and Associate Director of Counseling and Psychological Services, the selected candidate will provide effective referrals, follow-up, and continuity of care within Counseling and Psychological Services; between Counseling and Psychological Services and other departments on campus; and between Counseling and Psychological Services and community resources; develop and maintain a current database of available service providers; and assist referred students in making use of community resources. As determined by case management demand, the Case Manager may also provide clinical services such as individual and group therapy, triage appointments, supervision, and training of intern/practicum graduate students, outreach programs, clinical consultation, and crisis intervention. Other duties as assigned.

**Key duties and responsibilities include:**
- Coordinate and monitor referrals to support services, including referral and liaison services with housing agencies, social services, mental and physical health services, financial support agencies, food services, legal services, etc. for students in need.
- Develop and implement systems for follow-up with students to ensure continuity of care.
- Assist Counseling Center clinical staff in arranging dispositions for students following assessment, crisis, initial consultations, and as clients are completing treatment at Counseling and Psychological Services.
- Work closely with psychiatrist(s) in ensuring continuity of care and arranging dispositions and referrals for high-risk students.
- Assist in psychiatric hospitalization of students and aftercare planning following hospitalization.
- Offer consultation to students, faculty, staff, parents, other healthcare providers, for purposes of referring students to community and private resources (food banks, shelters, etc.) as appropriate.
- Supervise and assist front office staff in the management of department’s waitlist and students identified as high-risk, particularly for students needing case management services.
- Conduct mandatory assessments for students referred to Counseling and Psychological Services by other university departments/colleges.
- Coordinate care of students identified as high-risk.
- Conduct mandatory assessments for students referred to Counseling and Psychological Services by other university departments/colleges.
- Serve as a liaison to community and private mental health providers, social services, and hospitals.
- Develop and maintain a departmental database and website of referral resources and community services.
- Collaborate with the Director and Associate Director to develop protocols for special needs (e.g., agency response to suicide attempts, disruptive students, handling sensitive cases/referrals, etc.).
- As determined by case management demand, provide individual and group therapy, triage/intake assessments, and crisis intervention.
- Participate in and contribute to staff and clinical meetings, professional development, and division and university committees.
- Maintain full, accurate, and up to date case records and prepare necessary statistical reports.
- Contribute to training of graduate students.
- Provide workshops to students on topics related to campus and community resources.
- Collaborate with other campus departments to reach students in need of community resource support eg. Educational Opportunity Program, Accessible Education Center, Campus Housing, MOSAIC Cross Cultural Center, PRIDE Center, Gender Equity Center
- Serve on various committees and task force related to specialty and assignment.
- Work some evenings and weekend hours for campus outreach events or emergency/campus crisis/disaster situations, as needed.

**Salary and Benefits**

Excellent benefits, including pension plan, health insurance, vision benefits, etc. For a complete description of the benefits for the position, please visit: [http://www.sjsu.edu/hr/faculty/](http://www.sjsu.edu/hr/faculty/)

In the CSU system, counselors serve as members of the faculty and are represented by the faculty bargaining unit. The position of tenure-track counselor faculty is classified as an Student Service Professional Academic Related I or II, and is equivalent to an assistant or associate professor.

**Salary Range:** Dependent on qualifications and experience.

**Starting Date:** July 1, 2017

**Eligibility:** Employment is contingent upon proof of eligibility to work in the United States.

Application Procedures: For full consideration, apply by **April 17, 2017; 5:00 PM**. Please check our website for updates. ([http://www.sjsu.edu/counseling/](http://www.sjsu.edu/counseling/))

Submit your application (please include Job Opening ID (JOID) on all correspondence.) materials to:

Kell Fujimoto, Psy.D.
Director
Counseling and Psychological Services, SWC 300B
San José State University
One Washington Square
San José, CA 95192-0035
Email: counseling.service@sjsu.edu
Tel: 408-924-5940
Fax: 408-924-5933

Submit 1) current vitae; 2) names, addresses, and telephone numbers of five professional references (no one will be contacted without your explicit permission); and 3) a letter of interest that includes a brief statement explaining your approach in providing services to a diverse student population. We recognize that this is a request not answered easily in a brief statement, but we would like this additional information (preferably on one page) in order to better understand your experience, skills, knowledge, and abilities.

San José State University is California’s oldest institution of public higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,000,000), hub of the world-famous Silicon Valley high-technology research and development center. Many of California’s most popular national, recreational, and cultural attractions are conveniently close. A member of the 23-campus CSU system, San José State University enrolls approximately 30,000 students, a significant percentage of whom are members of minority groups. The University is committed to increasing the
diversity of its faculty so our disciplines, students and the community can benefit from multiple ethnic and gender perspectives.

San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the University Police Department website at (http://www.sjsu.edu/police).