The Director of Community of Concern will provide leadership, management, and vision for the University Office of Community of Concern. Major Job Responsibilities include:

|  |  |
| --- | --- |
| **Student and Employee Advocacy:**  Provide comprehensive leadership, management and vision for the Community of Concern Team (previously known as the Care Team) which consists of 15 staff, faculty and campus administrators; select, serve as primary resource for managing student and employee issues related to crisis intervention and coordination with other university departments; provide mediation and problem solving resources to members of the community; respond to walk-in and phone calls for student advocacy; obtain and review updates on distressed students and employees from members of the Community of Concern Team; required to work closely with Human Resources in receiving and addressing employee referrals. |   |
| **University and Community Collaboration:** Serve as Director for the Community of Concern Team; manage distressed student and employee referrals from administrators, faculty, staff, and other members of the University community and public, and discuss, as appropriate, with Community of Concern Team and provide appropriate feedback to referral agents; follow-up and track referrals for students and employees with identified high-risk needs; coordinate services with campus and community providers including but not limited to: Residence Life, University Health Services, Counseling Center, VIP Center, Disability Resource Center, UKPD, Ombud' Office, Academic Departments/Units, and Human Resources; train and schedule Program Specialist Sr. and GA to educate the campus at large on the Community of Concern process and resources available; collaborate with IT and other Division of Student Affairs offices to ensure the alert database is meeting required needs. |   |   |  |   |

**Administrative:**  Directs the University's Community of Concern Team which monitors and responds to students and employees whose behavior has caused concern in the campus community; implement interventions and coordinate services for ongoing training and professional development for the Office of Student Conduct and Community of Concern Team as it relates to behavioral intervention and threat assessment; maintain comprehensive overview of students and employees in distress; coordinate follow-up and tracking on students and employees in distress; oversee record keeping process for students and employees in distress; coordinate workflow process for the referred employees of concern with Department of Human Resources; supervise and manage database; supervise and train Program Specialist Sr. and 50% supervision of Graduate Assistant to run Community of Concern reports form database; and research discipline and academic behavior history of referee's behavior; must be on-call for all campus related emergencies; serve on various University committees as assigned by the Associated Dean of Students in charge of the Office of Student Conduct, the Associate Vice President of Student Affairs/DOS; and the Vice President for Student Affairs.

**Supervision:** Supervise and develop professional and Graduate Assistant staff in the Office of Community of Concern; using best practices, such as Targeted Selection, interview applicants for vacant positions and select the best candidates; develop staff through effective coaching and counseling and plan development workshops; in conjunction with Employee relations apply appropriate and consistent corrective action; provide both positive and negative feedback as necessary; complete performance evaluations on an annual basis; ensure compliance with UK policies and procedures and federal, state, and local laws and regulations; monitor work environment for improvement opportunities and implement improvements when possible; lead and direct 15 member Community of Concern Team consisting of administrators, faculty, and staff dealing with distressed students and employees.

**Student Conduct:** Conduct informational meetings in the preliminary disciplinary process