**Case Manager Position Description**

Position Title: Case Manager

University: **James Madison University**

Department: Counseling & Student Development Center

Salary Range: $44,000-$48,000

Position Description:

One new 12-month continuing position that provides services designed to minimize the impact of mental illness or emotional distress on the academic and personal pursuits of students through effective case management and the coordination of care between campus and community resources. Specific responsibilities may include:

· In collaboration with other CSDC clinicians, develop, maintain, and monitor a clinical case management system to provide continuity of care and follow-up for higher-need clients · Assist students with social services needs including, but not limited to, referral to community resources and facilitating access to medical care (including coordination of hospitalizations and discharge planning) · Follow up to ensure that higher need clients are appropriately assessed, successfully referred, and compliant with treatment recommendations · Initiate and develop on-going liaison relationships with community health providers, services, hospitals, and other resources · Develop and maintain a database of referral resources and services in surrounding communities (including current insurance panel of providers and providers who will work with students at minimal cost) · Provide daytime and on-call crisis services · Consult with faculty, staff, students, and family members, who are concerned about a student · Conduct mandatory assessments for students referred to the CSDC by the offices of Residence Life and Judicial Affairs · As determined by case management demand, provide direct time-limited therapy, group therapy, outreach services, and supervision to trainees Minimum Qualifications:

Successful candidate must (1) have a masters or doctoral degree in social work, clinical psychology, or counseling psychology and (2) be licensed or license- eligible as a mental health professional in the Commonwealth of Virginia. Employment with James Madison University is contingent upon the results of a criminal background check.

Desired Qualifications:

Preferred qualities of the candidate include: (1) demonstrated expertise in clinical case management, (2) administrative and computer application skills required to effectively implement and maintain a case management and tracking system, (3) demonstrated skill in working well under pressure to prioritize and manage multiple clinical situations and to coordinate these efforts as a part of a multidisciplinary team, (4) energy to flexibly manage the professional demands of a challenging workload while maintaining positive and healthy perspectives and relationships, (5) collaborative spirit of warmth, acceptance, respect, and trust towards colleagues, (6) demonstrated sensitivity to multicultural issues and proven ability to interact with diverse individuals and groups, (7) self-motivated, self-directed commitment to high professional ideals, (8) excellent oral and written communication skills, and (9) experience in college mental health, including crisis assessment, brief intervention, confidentiality requirements, and referral.

University Description:

Located in the beautiful Shenandoah Valley of Virginia, James Madison University is a selective, regional, comprehensive, student-oriented public institution with an enrollment of approximately 18,000 students. For 16 consecutive years JMU has been ranked as the top public, master’s level university in the South by the annual poll on academic quality conducted by U.S. News and World Report for its guidebook, America’s Best Colleges.

The CSDC is staffed by twelve full-time professionals, including licensed clinical psychologists, licensed counselors, a psychiatrist, and two staff members whose efforts focus on working with underserved populations at JMU. We are a multicultural, multidisciplinary, and multi-theoretical staff striving to provide culturally competent clinical services, outreach programming, and training opportunities.

In addition to our APA-Accredited Pre-Doctoral Internship Program, the CSDC staff also trains master’s level externs, practicum students from the JMU’s doctoral and community counseling programs, and post-doctoral and psychiatry residents. The Center is fully accredited by the International Association of Counseling Centers and resides in the Division of Student Affairs. The mission of the Division is to “prepare students to be educated and enlightened citizens,” and individual departments strive to provide the best possible programs and services to assist students in realizing success in all areas of life.

JMU is an equal opportunity/affirmative action/equal access employer, and the CSDC has a commitment to diversity. Multi-culturally competent professionals with the awareness, knowledge, and skills required to work effectively with a diverse clientele and to enhance the CSDC’s diversity mission are strongly encouraged to apply.

Region Description: Money Magazine’s money.com identified the Shenandoah Valley as one of the twelve best places to spend a summer vacation. That list also included the Virgin Islands, San Diego, and Vancouver. The natural scenic beauty of the area is accompanied by a variety of recreational opportunities and historic sites. The University is located approximately two hours from both the Washington, D.C., and Richmond metropolitan areas.

Required Application Materials:

The following materials must be submitted online on JMU’s JobLink

(<https://joblink.jmu.edu>):

· A completed online application form

· A letter of application expressing interest in and goodness of fit with the position · A resume/vita, · Three letters of recommendation from clinical supervisors or individuals familiar with your clinical skills and ability to work with a collaborative team (include contact information for references). To receive full consideration, these letters should include information about both the applicant’s strengths and growth edges.

To be mailed directly: Official copies of all graduate transcripts sent to the University address listed below.

Email applications will NOT be accepted.

Application Deadline: Review of applications will begin Monday, March 1, 2010. Applications and nominations must be received by this date to ensure consideration. Phone interviews and in person interviews will be scheduled for select candidates. Applicants invited for interviews will be notified by phone or email, and their references may be contacted to gather additional evaluative information.

Starting Date: March 31, 2010 (negotiable)

Send Applications To: Submit an online application, letter of application, and resume/vita at <https://joblink.jmu.edu>.

Have official graduate transcripts mailed to:

Dr. Neal Rittenhouse, Chair, Search Committee James Madison University Counseling & Student Development Center

800 S. Main Street

MSC 0801

Harrisonburg, VA 22807

Questions about the position or application procedures may be directed to Dr. Neal Rittenhouse, 540-568-6552, email: [rittenjn@jmu.edu](mailto:rittenjn@jmu.edu).

Mailing Address: James Madison University

Counseling & Student Development Center

800 S. Main Street

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Harrisonburg, VA 22807

Phone Number:

(540) 568-6552

Email Address: [rittenjn@jmu.edu](mailto:rittenjn@jmu.edu)

Web Address: Please see our website to get to know more about our Center’s services and review staff descriptions at <http://www.jmu.edu/counselingctr/>