**University** Northwestern University

**Position Title** Case Manager

**Department** Counseling & Psychological Services

**Salary Range** Competitive

**Position Description**  
The Counseling and Psychological Services (CAPS) at Northwestern University is searching for a Licensed Clinical Social Worker or a Staff Psychologist for a case manager position. This position is a full-time 12 month position. CAPS is a dynamic unit within the Division of Student Affairs at NU and is highly utilized by students and other campus community members seeking consultations. The Case Manager will provide 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 on both the Evanston and Chicago campuses. The position will work closely with the Assistant Director of Clinical Service to assist with various aspects of clinical administration regarding triage/intake/crisis systems, and quality assurance. The case manger also provides crisis intervention, consultation and psychological programming to the Northwestern University community. Some evening hours will be required.  
  
DUTIES AND RESPNSIBILITIES  
  
• Participates as part of clinical administrative team, providing assistance with managing intake, triage and emergency systems, staffing teams, and consultation regarding community referrals and insurance.  
• Chairs the Quality Assurance Utilization Review Committee.  
• Provides internal consultation to staff as part of clinical administrative team about aspects of client management.  
• Assesses, refers, and assists other CAPS staff in arranging dispositions for students following triage, crisis, initial consultations, and as clients are completing treatment at CAPS.  
• Follows up to ensure that clients are appropriately assessed, successfully referred, and compliant with treatment recommendations   
• Analyzes the insurance benefits and financial resources available for mental health treatment for identified students/clients (This includes advocating for low cost services when needed).  
• Provides triage, intakes, time limited individual or group therapy, and assumes on-call responsibilities for daytime and after hours crisis and emergency services/response.  
• Maintains clinical records and necessary statistics of psychotherapeutic and other client contacts, in compliance with ethics, law, and best practices.  
• Consults with psychiatrists in conjunction with prescribing and monitoring psychotropic medication for psychotherapy patients.  
• Consults with parents, physicians, faculty, academic deans, residence life staff, off-campus counseling services, other campus offices and students, when appropriate, and with appropriate authorization in order to provide quality care to students.  
• Makes referrals to off-campus therapists, clinics, or hospitals, when appropriate  
• Supervises and participates in training experiences for masters and doctoral level graduate trainees. Provides crisis management supervision to trainees, as assigned.  
• Conducts outreach and other student learning programs, as requested, and orientation sessions for new students and emergency support services to the campus community, as needed.  
• Initiates and develops on-going liaison relationships with community health providers, services, hospitals, and other resources  
• Participates in Student Affairs and other University committees as assigned by the Executive Director of CAPS.  
• Attends and participates in regular CAPS staff meetings (on the Evanston campus), case conferences, and in-service/professional development training.

**Minimum Qualifications**  
1. Hold a completed Masters of Social Work Degree from an accredited program or doctoral level degree (Ph.D. or Psy.D.) in clinical or counseling psychology from an APA accredited program.  
  
2. Candidates with doctoral degrees must have completed a pre-doctoral internship at an APA accredited site.  
  
3. Licensed or license-eligible (must be currently licensed in another State or have successfully passed the required examination and supervision for licensure) in the State of Illinois (LCSW for Social Worker candidates).  
  
4. Demonstrated experience and ability to work as part of a highly cohesive and interdisciplinary team.  
  
5. Demonstrated competency and extensive experience in crisis intervention and consultation with collateral parties within multi-layered and complex systems.  
  
6. Demonstrated understanding and experience with college student developmental theory from undergraduate through graduate/professional levels.  
  
7. Have experience with and commitment to working with diverse clients, including individuals from ethnically/racially diverse backgrounds and individuals representing varying sexual orientations.

**Desired Qualifications**  
1. Have past experience (1-3 years post-doctoral/post MSW program) in a university counseling center, including individual psychotherapy, group therapy, supervision of Masters and doctoral level psychology graduate students in an APA accredited site, outreach and consultation.  
  
2. Demonstrated experience and facility with an electronic records management system, databases, and other technology to aid in the provision of clinical services and administration.  
  
3. Strong consideration will be given to candidates who have experience/expertise in empirically validated treatment modalities, especially dialectical behavioral therapy.

**University Description**

**Region Description**

**Required Application Materials**  
To be considered for the position (Job opening ID: 18114) applicants must submit the following materials electronically on the Northwestern University Human Resources site at: www.northwestern.edu/hr/jobs • Cover letter outlining interest in the position and addressing how you meet the specific job requirements; • A current CV or Resume; • Names and contact information (including address, telephone number, and e-mail) of three professional references.

**Application Deadline**  
Applications will be accepted until position is filled.

**Starting Date**

**Send Applications To:**

**Mailing Address**  
  
,

**Phone Number**

**Web Address**  
<http://www.northwestern.edu>

**This listing expires on:**  
1/22/2012