**Care Manager** - UC Berkeley

Please visit  [jobs.berkeley.edu](http://jobs.berkeley.edu" \t "_blank) and search for the Job ID # 15714 to find the posting.

The Care Manager is a part of the newly developed Berkeley Cares unit within the Office of the Dean of Students under the leadership of the Assistant Dean of Students.  The Care Manager position exists to coordinate the campus’ response to students experiencing varying degrees of distress. Berkeley Cares is a unit that provides institutional responses to care for students and the overall Cal community through two initiatives, Studentsof Concern and Bears that CARE. The Care Manager for Students of Concern will coordinate with Counseling and Psychological Services, Office of Residential Life, UCPD, and other departments as appropriate to address the needs of students who have challenges in areas that may include academics, psychological, economic, discipline and social adjustment through assessments, consultations, interventions and referrals. The Care Manager position is an imperative need for the campus to continue assisting and consulting with staff and faculty regarding students of concern. In addition to meeting students where they are at and providing coordinated resources support and care.

Please share this opportunity with dynamic student-centered professionals who may be interested. The full job listing is below.

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| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | The First Review Date for this job is: May 17, 2013 |
| **https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif** | **Campus/ Division Overview** |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | The University of California, Berkeley is one of the world's leading universities in research, teaching, and public service. The campus employs 2,028 faculty and over 14,000 staff in more than 130 academic departments and interdepartmental groups, libraries, museums and more than 65 interdisciplinary research units contribute to this dynamic and vital research and teaching environment. The Division of Student Affairs employs 1,400 professionals committed to transforming the student experience at Cal by increasing access and affordability, improving student-centered services and creating opportunities for intellectual and personal growth.  **Departmental Overview** The Berkeley Cares unit is within the Office of the Dean of Students under the supervision and leadership of the Assistant Dean of Students.  This position exists to coordinate the campus’ response to students experiencing varying degrees of distress. Berkeley Cares is a unit that provides institutional responses to care for students and the overall Cal community through two initiatives, Students of Concern and Bears that CARE. |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | **Responsibilities:**  The Care Manager provides leadership, guidance and support to students in resolving educational and personal challenges that may impede their academic progress.   The work produced by this position requires a comprehensive expertise of counseling/ social work/ student advocacy/ crisis management. The scope of this position is to facilitate support to students in distress by serving as a manager to triage concerns and coordinate a response from the entire campus community. Furthermore, the incumbent will provide support and outreach to the faculty & staff involved when students at risk are identified and support is needed.   •Case Management- Provide care management and organization for Student of Concern cases. Connect students with the appropriate resources on and off campus as appropriate.  Identify and document the network of campus and community services to meet specific needs related to academic stress, mental health services, financial support agencies, food services, etc. Serve as a point of contact for campus community members who are seeking consultation and advice about our services for students who seem to be experiencing distress. Establish assessment and evaluation procedures for students of concern and case management.  •Outreach & Awareness- Design, develop and deliver specialized Student of Concern trainings to the campus community.  Coordinate with various campus offices to ensure coherent integration and education of campus and community resources for individual students who have challenges with academic, mental and psychological health, conduct, financial and social issues.  •Database Management- Manage all data, functions and information in the database. Serve as the expert for the CARE database (Advocate: Care module)  •Professional Development & Other Duties as Assigned - Keep abreast of federal and state policy changes that will affect the scope or practice of case management.  Participate in research, departmental and campus committees, programs and projects as assigned. |
| **https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif** | **Required Qualifications** |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | •Proven ability to identify problems, use sound judgment and reasoning to make crucial decisions autonomously.  •Advanced knowledge of advising and counseling techniques within higher education.  •Direct experience in working with traditional/ non-traditional college aged clients and college campuses.   •Advanced skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.  •Broad knowledge of physical and mental health care and services, crisis management/prevention, educational outreach to students, staff, faculty and parents.  •An acute attention to detail is required.   •Excellent interpersonal skills including both oral and written communication.   •Experience conducting presentations to both large and small groups.  •Master’s Degree from an accredited school in Social Work, Counseling, Student Affairs Higher Education, or related Mental Health fields.  •2 years post masters work experience.   •Demonstrated knowledge of FERPA and other laws and policies. |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | **Preferred Qualifications** |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | •Knowledge of utilizing Advocate database system or other electronic case management system.  •Previous experience direct or indirect working with a Student of Concern Committee or a similar version of it. |
| **https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif** | **Salary & Benefits** |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | Salary is commensurate with experience.  Range is $63,000-$75,700/annually   For information on the comprehensive benefits package offered by the University visit:   <http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf> |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | How to Apply |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | Please submit your cover letter and resume as a single attachment when applying. |
| https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif | Other Information |
| **https://hrw-vip-prod.is.berkeley.edu/cs/JOBSPROD/cache/PT_PIXEL_1.gif** | **Start Date: July 15, 2013** |

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