

## **Case Manager**

### **Job Code 50012232**

#### **General Description**

To coordinate referrals of students for on-campus psychiatric care or to private mental health services in the community and to follow-up and track these referrals to ensure quality of care.

#### **Examples of Duties**

Coordinate referrals of students for on-campus psychiatric care or to private mental health services in the community.

Coordinate and facilitate communication between counseling staff and on-campus psychiatrists.

Follow-up and track referrals to ensure quality care.

Facilitate referrals of students to the Counseling Center from on-campus psychiatrists and private mental health care providers in the community.

Develop and maintain a database of referral resources and community services in surrounding communities.

Serve as liaison to community mental health providers, services and resources.

Respond to consultation requests from faculty, staff, student and parents.

Serve on committees, task forces and treatment teams as assigned.

Assist counseling staff in responding to crisis intervention situations.

Conduct orientation, education, and outreach programs as assigned.

Attend staff and other department meetings as assigned.

Serve as an on-call consultant as needed.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Mental health laws, codes and professional ethics; Texas licensure rules/laws for mental health professional which govern individual's professional practice; mental health treatment strategies and approaches.

**Skill in:** Establish rapport with clients and trainees, work as a team member; case notes, assessment reports, evaluations, letters, e-mails, university reports and professional articles; problem solving and decision making; referral counseling; psychological mental and emotional disorders; crisis intervention.

**Ability to:** Read case notes, laws, journals, memos, test manuals, DSM-IV, PDR, UPPS

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**



Must be a Licensed Clinical Social Worker (LCSW).