CAPS Case Manager

Classification

Classification Information

OneUSG Connect Job Title: Counseling Paraprofessional/Professional
OneUSG Connect Job Code: 658X00
Pay Grade
FLSA
SOC
Annual Minimum
Annual Midpoint
Annual Maximum
Is this a Position of Trust?
Classification Description

Minimum Qualifications: Requires technical knowledge in the field acquired through an apprenticeship, a 2-year degree, or professional certificate. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Internal HR Comments

Market Survey Section

UGA Market Code
Primary External Market Survey
Primary External Market Code
Secondary External Market Survey
Secondary External Market Code

Position Details

Seated Employee Information

Employee First Name
Employee Last Name
UGA PeopleSoft Employee ID
UGA Badge Number

https://www.ugejobsearch.com/hr/position_descriptions/7894/print_preview
Work Email

Position Information

Working Title: CAPS Case Manager
OneUSG Connect Job Title: Counseling Paraprofessional/Professional
OneUSG Connect Job Code: 658X00
Pay Group: 18H - Staff
Major Unit: VP FOR STUDENT AFFAIRS
Division: AUXILIARY SERVICES - GROUP B
HR Department: UHC Administration
Campus Address: 55 Carlton St.
Campus City: Athens
Campus State: GA
Campus Zip Code: 30602
Campus Business Phone: 706-542-2273

Requested Salary
Is this a supervisory position? No
If yes, then how many Full Time Benefit Eligible Staff are supervised? 0

Names/Titles of Employees Supervised: N/A

FTE: 100
Standard Hours: 40.00
Standard Work Period: Weekly
Full Time/Part Time: Full Time
Effective Date: 01/01/2019

Minimum Qualifications
Requires technical knowledge in the field acquired through an apprenticeship, a 2-year degree, or professional certificate. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Position Summary
The CAPS Case Manager will provide age appropriate case management to students and eligible partners. Assist clinical staff with referral and tracking of clients sent to other clinics within the UHC, discharged to the community, and/or transferred to a higher level of care. Help obtain past treatment records. Be an active member of the Case Disposition Team. Provide time limited clinical services under supervision.

Knowledge, Skills, Abilities and/or Competencies
One year (1500 hours) of supervised experience in clinical case management with individuals whose age and psychological development are similar to those of our population.

Licensure as a LMSW, LAPC, or LAMFT within the State of Georgia by the date of first employment.
Competence with disorders typically seen at a university counseling service.

Competence working with traditionally underserved students (culturally diverse students), including experience providing services to students for whom English is a second language.

Ability to provide crisis intervention.

Knowledge of and skill using an EHR.

Knowledge and experience using word processing and data management programs including Excel.

Strong interpersonal skills.

Practice safe, effective and appropriate mental health care.

Perform and document mental health diagnosis, treatment, education, and coordination of care.

Manage own time and job responsibilities with sensitivity to the needs of patients and collaborating professionals.

Ability to demonstrate respect and understanding of differences in behavior and communication.

Ability to demonstrate consistent cooperativeness, courtesy, confidentiality, cultural sensitivity, and tact.

Physical Demands

Sitting for extended periods of time and typing.

Impact and Influence

The CAPS Case Manager would interact with CAPS clients, UGA staff/faculty, and community providers. This role requires ongoing collaboration with local community partners in regard to resource allocation and referrals. The Case Manager is a critical member of student care pathways, and ensuring their needs are adequately met. The Case Manager works under the clinical supervision of other clinical professionals, but must be able to perform job duties without first consulting the supervising clinician.

Does this position have operation, access, or control of financial resources?

No

Does this position require a P-Card?

No

Is having a P-Card an essential function of this position?

No

Is driving a responsibility of this position?

No

Does this position have direct interaction or care of children under the age of 18 or direct patient care?

No

Does this position have Security Access (e.g., public safety, IT security, personnel records, or patient records)?

No

Duties/Responsibilities

Please approximate the percentage of time spent on each task (out of 100%) during a typical work week. List these tasks in order of importance, with the most critical task coming first. Do not list more than 6 entries – do not go below 5% time per

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3/5
Duties/Responsibilities: Provision of case management including: assistance with referral; tracking clients referred to other UHC clinics or to the community and; advocacy on behalf of the client. Assist with and/or provide Care Management Services. Act as liaison between CAPS and community providers to assist in obtaining past treatment records, assist CAPS clinicians providing services to high risk clients, and other critical liaison functions.

Percentage of time: 50

Duties/Responsibilities: Perform scheduled and walk-in screenings for students. Provide primary (mental health outreach), secondary, and tertiary counseling services to eligible members of the UGA community within the CAPS scope of service.

Percentage of time: 40

Duties/Responsibilities: Be an active, respectful, and engaged member of the CAPS & UHC team. Collaborate with all staff to improve clinical outcomes, client flow, and operational functions. Unless otherwise excused, attend at least 70% of CAPS staff and all required UHC staff meetings. Serve on UHC/Clinic committees, Student Affairs committees, and UGA committees as assigned.

Percentage of time: 5

Duties/Responsibilities: Maintain professional licensure by participating in continuing education focused on the clinical needs of the student population. Assist in recruitment of new staff, orientation, and preceptorship. Perform other duties as requested or assigned to further the CAPS & UHC mission and vision.

Percentage of time: 5

List similar position details

List similar positions at UGA: N/A

List similar positions outside of UGA you believe to be similar, if applicable

Does this person meet the minimum qualifications of the position? Position is currently vacant

Budget Position Information

Budget Position Number

PeopleAdmin Position Number: 17894
PeopleSoft Position Number: 11803100
PeopleSoft Supervisor Position Number: 11803236

Budget Summary
Seated Employee

This position description is vacant.

Position Supervisor

Supervisor Position Description

Job Title: MENTAL HEALTH PROFESSIONAL II
Position Number: 111028
Org Unit: UHC Counseling & Psychiatric Svcs (H1000472)
First Name
Last Name
Email

Position Documents

No documents have been attached.